

KULTALI Dr. B.R. AMBEDKAR COLLEGE

Vill- 11 No Jalaberia P.O- Jamtala P.S- Kultali South 24 Parganas

Pin- 743338 West Bengal Ph- 8017954453

Recruitment Notice no. 01/advt/kdbrahamavidyalaya dated 8th January,2020.

The following vacant posts of Non Teaching Staff will be filled up by the college authority:

1. Clerk (Lower Division)- Applications are invited in the prescribed format from Indian citizens. Application forms must reach college office within 15 days from the date of the advertisement.

2. Electrician-cum-Caretaker- Walk-in interview

3. Lady Attendant- Walk-in interview

Sl no.	Name of the post	No. of post	Category	Pay Band & Grade Pay	Qualification
1	Clerk(Lower Division)	1	UR	Rs.-5400-25200 &Rs. 2600(as grade pay)	Candidates should be able to read and write in Bengali and have passed Madhyamik or equivalent Examination. Preference will be given to them who have knowledge in Computer application from the Govt or Govt approved Institutions.

Sl no.	Name of the post	No. of post	Category	Pay Band & Grade Pay	Qualification
2	Electrician-cum-Caretaker	1	UR	Rs.-4900-16200 &Rs. 1800(as grade pay)	Candidate should be able to read and write in Bengali, should be class VIII pass out and preference will be given to them who have

					knowledge in Computer operation in MS Office . 2 years experience as an electrician is required.
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Sl no.	Name of the post	No. of post	Category	Pay Band & Grade Pay	Qualification
3	Lady attendant	1	UR	Rs.-4900-16200 &Rs. 1700(as grade pay)	Candidate should be able to read and write in Bengali, class VIII pass out and preference will be given to them who have knowledge in Computer operation in MS Office.

Note:

1. A written examination will be held for Clerk (lower division). Written examination comprising of English, Mathematics and Mental Aptitude will be of 150 marks. Further, a Computer Application test of 50 marks will also be held. Selected candidates from the above two tests will appear for an Interview of 20 marks. For date and time of written exams and Interview please refer to the college website- www.kdbracollege.in .
2. If a candidate applying for the post of Clerk is engaged on contractual or temporary mode in the concerned college for a period of over two years then he/she will get an additional 05 marks for work experience(if his/her age is within the prescribed age limit). An Identity proof (Voter card /Aadhar card / Pan card/ Madhyamik or equivalent admit card) needs to be produced in original and self attested photocopy at the time of written exam.

3. For Electrician – Cum-Caretaker post and for Lady Attendant post an Interview of 30 marks will be taken. Candidates engaged on contractual or temporary mode in the concerned college for a period of over two years shall get additional 05 marks for work experience if his/her age is within the prescribed age limit. Knowledge in Computer operations in MS Office will also get additional 05 marks. For Electrician – Cum-Caretaker post experience of two years as an Electrician is required.
4. No Candidates applying for the post of Clerk, Electrician – Cum-Caretaker and Lady Attendant can claim any special privilege under any circumstances if he / she produces testimonials of Higher Education than what is requisite for the post he / she is applying for. If a Candidate with higher educational qualification gets selected then he/ she can never assert to any additional privilege which he / she is not entitled for according to his/her post of application. For qualification details please refer to the notice section of the college website, www.kdbracollege.in
5. As per Govt. norms, the age limit for Unreserved Category candidates for the above mentioned posts is from 18 years to 40 years as on 1st of January, 2020, for OBC-A and OBC-B the age limit is from 18 years to 43 years as on 1st of January, 2020, and for SC, ST, PH the age limit is from 18 years 45 years as on 1st of January, 2020.
6. SC,ST,OBC-A,OBC-B, PH and any other reserved category candidates must produce original certificates along with self attested certificates before the Interview Board on their respective dates of Interview.
7. Candidates must download the application form from the college website; www.kdbracollege.in . Applications forms at the time of submission must include all photocopied marksheets, certificates and other testimonials. All photocopied documents must be self-attested. Two passport size photographs of the candidate must be provided with the application form. One photocopied document of age proof (self attested) must be attached along with the application form. No mobile phones, calculators or any other electronic gadgets should be brought in the examination room at the time of written examination. Candidates, if caught, with any such gadgets will be immediately expelled and his/her examination paper will be treated as invalid/cancelld.
8. For age proof the 8th standard passed candidates can produce certificate stating his/her date of birth duly attested by the Headmaster of his/her school or by the Chairman of the Municipality if he / she reside in the municipal area. The certificate for 8th pass needs to be produced from his school authority.
9. Envelope containing the application form and other required testimonials should be sent by speed post/ courier to the college office within 15 days from the date of publication of the advertisement.
10. Envelope containing the application form and other required testimonials should be super scribed with “Application for the post of” Applications should be addressed to The Principal, Kultali Dr. B.R. Ambedkar College, 11 no. Jalaberia, P.O- Jamtala, P.S- Kultali, Dist. South 24 parganas, Pin-743338.
11. No Applications will be received by the college office after the above mentioned date.
12. All Candidates must submit correctly filled in application form (blank application form is to be downloaded from the college website- www.kdbracollege.in). Defective, incomplete or wrongly filled in application forms will be rejected.
13. Each candidate must have a valid e-mail ID and must mention it in the specified space in the application form.
14. The college will send the Admit card to the mentioned Email id of the Candidates. Dates, time and venue of the examination, interview and computer application test will be notified later in the college website.
15. All candidates appearing for interview must report within the specified reporting time on the day of the interview. No prayer will be entertained if a candidate falls short to report within the reporting time.

16. For Electrician-Cum-Caretaker and Lady Attendant separate interviews will be taken. Each candidate must be present in person within the specified reporting time on the day of the interview. Candidates failing to appear before the Interview Board on time will be immediately rejected. An Identity proof (voter card /Aadhar card / pan card/ madhyamik or equivalent admit card) needs to be produced in original and self attested photocopy at the time of interview.
17. No TA/DA will be paid to the candidates who are appearing for written examination or interview.
18. Dates, time and venue of the examination, interview and computer application test will be notified later in the college website.
19. Please refer to the college website for any further information or notice .



KULTALI DR. B.R. AMBEDKAR COLLEGE

Name of the post applied for (in block letters):.....

(Candidates already in employment must apply through proper channel)

To
The Principal
Kultali Dr. B.R. Ambedkar College
11 no. Jalaberia,P.O.- Jamtala,
P.S- Kultali, South 24 pgs,
Pin-743338

(For office use only)

Affixed self attested recent passport size photograph

Madam,

With reference to your advertisement No.....dt.....

..... for the above –mentioned post, for which last date for submission of application is

....., I present myself as an applicant for the same. My bio-data and other relevant particulars are given below.

Yours faithfully,

Date:.....

(Full signature of the applicant)

BIO-DATA

1. Name (in block letter):.....

2. (a) Present position:

(b)Address for communication (in block letter):.....

..... pin code

(c) Contact No./mobileNo.:.....Email ID(Mandatory):

3. Present Address ((in block letter):.....
4. Name of Father/Mother/Husband:.....
5. Date of birth:..... Nationality:
6. Marital status: Single/Married:.....
7. Whether belongs to Scheduled Caste/Scheduled Tribe/ OBC-A/OBC-B category? If yes, name of the category to be mentioned

(Attested photo Copy of the certificate issued by competent authority under the Govt. of West Bengal to be attached)

8. Education qualifications:

School/Board & college/University	Examination passed	Year of passing	Class or division	Percentage of marks	Subjects studied	Any other information

9. Computer application Qualification:.....
10. Experience:.....
11. Any other information that may be considered relevant:.....

I certify that the above statements are true to the best of my knowledge and belief.

I declare that if, any information furnished by me is found to be incorrect or in case there is any suppression of fact this application is liable to be rejected, and if selected, my candidature should be cancelled.

Date:.....

(Full signature of the applicant)

