

NETAJI SUBHAS ASHRAM MAHAVIDYALAYA

(Affiliated to S.K.B University)

P.O: SUISA, DIST –PURULIA, PIN .723212

E-mail:-nsamtic@gmail.com. Webpage: - www.nsamsuisa.org.in

Advt. No. 246/1/Add./NTS/Appot./NSAM/2019.

Dated: 04.02.2019

Netaji Subhas Ashram Mahavidyalaya invites Applications from Indian Citizens for Recruitment in the following Non-Teaching posts:

| Sl. No | Post | No. of Post | Pay Structure | Qualification & Experience |
|--------|---|--------------------------|---|--|
| 1. | Clerk(L.D.) | 02 (SC-01, UR-01) | Pay Band: Rs.5,400 - Rs. 25,200 /- Grade Pay: Rs. 2,600 /- | Essential: (i) Madhyamik or Equivalent from a recognized Board/ Council etc. (ii) Diploma/ Certificate in Computer of at least 6-months duration. Desirable: (i) Working knowledge of Computer Application including Computer English typing with work experience. |
| 2. | Library clerk | 01 (UR-01) | Pay Band: Rs.4,900 - Rs. 16,200 /- Grade Pay: Rs. 2,600 /- | Essential: (i) Madhyamik or Equivalent from a recognized Board/ Council etc. (ii) Diploma/ Certificate in Computer of at least 6-month duration. Desirable: (i) Working knowledge of Computer Application including Computer English typing with work experience. |
| 3. | Lady Attendant | 01 (UR-01) | Pay Band: Rs.4,900 - Rs. 16,200 /- Grade Pay: Rs. 1,700 /- | Essential: (i) Class VIII Pass. Desirable: (i) School Final Pass. |
| 4. | Laboratory Attendant (Geography) | 01 (UR-01) | Pay Band: Rs.4,900 - Rs. 16,200 /- Grade Pay: Rs. 1,700 /- | Essential: (i) Class VIII Pass. Desirable: (i) School Final Pass. (ii) Working knowledge of Computer Application including Computer English typing. |
| 5. | Peon | 01 (SC- | Pay Band: | Essential: |

| | | | | |
|----|--------------------------------------|------------------|---|---|
| | | 01) | Rs.4,900 - Rs. 16,200 /- Grade Pay: Rs. 1,700 /- | (i) Class VIII Pass. Desirable: (ii) School Final Pass. |
| 6. | Guard | 01(SC-01) | Pay Band: Rs.4,900 - Rs. 16,200 /- Grade Pay: Rs. 1,700 /- | Essential: (i) Class VIII Pass. Desirable: (ii) School Final Pass. |
| 7. | Karmabandhu (Part-time basis) | 01(UR-01) | Consolidated remuneration of Rs. 3000/- per month. | Essential: (i) Class VIII Pass. Desirable: (ii) School Final Pass. |

Age: As per existing rules of the Government of West Bengal.

Method of Recruitment: Recruitment will be guided by the G.O. 940-Edn (CS)/4E-25/2010 (Part) dated 25.08.2017 and 170- Edn (CS)/4E-25/2010(Part) dated 15.02.2018

General rules and instructions:

1. Application must be on prescribed application form available on the college website. No application except in the prescribed application form shall be considered.
2. A person working in Govt./ Semi-Govt./ Public Sector undertaking must apply through proper channel.
3. Incomplete applications or application without requisite supporting documents will not be entertained.
4. The College will not be responsible for any postal delay.
6. Appointment processes will strictly abide by the reservation policy of the State Government.
8. Mere fulfilment of eligibility do not entitle a candidate to be called for written test and/or interview. Only those candidates short-listed on the basis of criteria will be called for written test and/or interview.
9. No TA/DA shall be paid to the candidates for attending the interview / written test.
10. Application fees once paid shall not be refunded under any circumstances. Separate application along with application fee should be submitted for each post.
11. The College may verify the antecedents or documents submitted by a candidate at any time, including at the time of appointment or during the tenure of her/his service. In case it is detected that the documents submitted by the candidate are fake or the candidate has clandestine antecedents/ background and has suppressed the said information, her/his services shall be terminated.

12. The College reserves the right not to fill up the post for which this advertisement is being made if circumstances so warrant.

13. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the college reserves right to modify/ withdraw/ cancel any communication made to the candidates.

14. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the competent authority shall be final.

16. The prescribed qualifications and experience will be the minimum. The College will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition(s) that may be deemed fit.

17. In cases of any disputes any suites or legal proceedings against the College, the jurisdiction shall be restricted to the Calcutta High Court.

18. The age of superannuation for all the posts shall be as per norms of Government of West Bengal.

19. Candidates shall have to produce original documents at the time of appearing in interview.

20. Canvassing in any form may lead to the cancellation of the candidature.

21. Application forms must be downloaded from the college website and submitted with one set of self-attested copies of relevant certificates/supporting documents to the Teacher-In- Charge, Netaji Subhas Ashram Mahavidyalaya, P.O.- Suisa, P.S.- Bagmundi, Dist.- Purulia, Pin- 723212 by **registered post or speed post** by **16.02.2019 up to 3:00pm**. All applications must be accompanied by the requisite fee of **Rs. 350 (Rupees Three Hundred Fifty only)** for the post of **Clerk** (Sl. No. 1 & 2), **Rs. 300 (Rupees Three Hundred only)** for **other posts** (Sl. No. 3 to 6), and **Rs. 100 (Rupees One Hundred only)** for the post of **Karmabandhu** (Sl. No. 7), as a **Bank Draft** payable at **United Bank of India, Suisa**, in favour of '**Secretary and Teacher-in-Charge, Netaji Subhas Ashram Mahavidyalaya**'. Applicants may please include two self-addressed unstamped envelopes of 25x13 cms and two recent passport size colour photographs.

Last date of submission of Form: 16th February 2019 up to 03:00 pm.

Sd/-

(Kinkar Das)
Principal/T.I.C.
Netaji Subhas Ashram Mahavidyalaya
P.O.- Suisa, P.S.- Bagmundi, Dist.- Purulia, Pin- 723212