

Applications are invited in standard bio-data format within 01/02/2017 for the following posts.

N.B.- Lab. Attendant(2 Posts) have been advertised by mistake as Lab Assistant on 18/01/2017 in ABP, Telegraph,

Times of India, Eisamay and Ebela. We are sorry for inconvenience for such typographic error.

Name of The Post	Category*	Minimum Qualification	Desirable Expertise	Desirable Qualifications	Pay Band
Clerk (4 Posts)	UR -1 SC -1 ST -1 UR-EC -1	1. Passed Madhyamik or equivalent examination. 2. Age should not be above 40 as on 01.01.2017. Age relaxed by 5 years for SC/ST.	1. Excellent English writing skill. 2. Competency in MS-Office package. 3. Knowledge of book keeping, Income Tax filing, office works 4. Proficiency in Accounting using software. 5. Good Typing Speed.	Working in analogous post in reputed Govt. /Semi Govt. /private office.	Group-C Rs. 5400-25200 GP-2600
Lab Attendant - (2 Posts)	UR -1 SC - 1	1. Passed class VIII or equivalent with science subjects. 2. Age should not be above 40 as on 01.01.2017. Age relaxed by 5 years for SC/ST	1. For Chemistry lab, Science Graduate with Chemistry. For Psychology/ Geography lab, Science Graduate with Psychology and Geography or anyone. 2. Competency in MS-Office handling	Working in analogous post in reputed govt. /Semi-Govt./private office/college.	Group-D Rs. 4900-16200 GP-1700
Electrician Cum Caretaker (1 post)	UR- 1	ITI Training as Electrician Or 2 years working experience in relevant post. Age should not be above 40 as on 01.01.2017. Age relaxed by 5 years for SC/ST	1. Good knowledge on troubleshooting of fault lines, wiring, load balancing etc. 2. Competency in MS-Office handling.	Working in analogous post in reputed govt. /Semi-Govt./private office/college.	Rs. 5400-25200 GP-2600 (Group-C) [applicable for ITI or equivalent passed candidate] Or Rs.4900-16200, GP-1800(Group-D) [applicable for candidate with 2 years experience only]

*UR- Unreserved, SC- Scheduled Caste, ST- Scheduled Tribe, UR-EC- Unreserved Exempted Category, OBC- Other Backward Class

Note:-

1. Every application must contain contact number, email-id, full postal address.
2. Maintaining minimum qualification only doesn't confirm a job.
3. Persons working as substantive Group-D staff can apply for a Group-C post.
4. Only qualified candidates will be considered for selection procedure.
5. List of shortlisted candidates will be uploaded on the website.
6. The application, with complete bio-data supported only by self attested photograph and caste certificate(if any), must reach college office by **1st February,2017** within **2 p.m.**

Photocopy of any testimonial is not required during application.

Candidates must produce originals along with photocopies of the same whenever demanded during selection procedure. Candidate should super scribe the word "APPLICATION FOR THE POST OF....." on the top of envelope while sending the application. The application to be sent

to:

**The Principal
Maharani Kasiswari College
20, Ramkanta Bose Street, Kolkata-700003**

****Applicants must also send bio-data with application to email-id:**

mkc.ntrecruitment2017@gmail.com **

7. Demand draft may be taken from the shortlisted candidates. Details and amount of demand draft will be published on the website on 06.02.2017.

****8. Every applicant must fill up all details in application format given on the website. Put N.A. (Not Applicable) for any field left vacant. After filling up the application in prescribed format only, mail the MS-WORD file to mkc.ntrecruitment2017@gmail.com and send the print- out along with self-attested photograph to the postal address given above. Don't send any scanned application form. Any bio-data without prescribed format will be rejected.**

OTHER INSTRUCTIONS:-

- i) Defective/incomplete applications will be summarily rejected.
- ii) Each candidate should submit one application form only for one post.
- iii) Candidature of any applicant shall be rejected straightaway if found not eligible at any stage of selection process.
- iv) Relaxation of age in case of SC/ST candidates as per West Bengal Govt. norms.
- v) SC/ST/OBC-A / OBC-B candidates of OTHER States will be treated as General (Un-reserved) category. PWD (Person with Disability) candidates will get the bonafide relaxation of age irrespective of their social category. Applicants opting for PWD option; will not be entitled to any additional age relaxation under their respective social category.
- vi) No TA/DA will be paid to the candidates to appear in selection process. They will appear for selection tests at their own expenditure.
- vii) In case the applicant is an employee, he/she must obtain an NOC from his employer and produce the same at the appropriate stage.
- viii) The college authority reserves the right to rectify the errors and omissions, if any, in the process of selection.
- ix) Applicants are advised not to get lured by any unscrupulous touts. The recruitment process done by the Recruiting Authority is absolutely transparent and nobody will have the authority to bypass or manipulate the Recruitment process.
- x) The decision of the college authority on all matters relating to eligibility, place, and date, mode of

- selection, acceptance or rejection of candidature will be final and binding on the candidates.
- xi) Only short listed candidates will be asked to produce all relevant original certificates along with the self-attested photocopies for verification, failing which their candidature shall be rejected without any further communication.
 - xii) Please visit website (www.maharanikasiswaricollege.in) for any updates of selection procedure.
 - xiii) No canvassing will be entertained