



श्रद्धावान लभते ज्ञानम्

Herambachandra College

A co-education college run by Brahma Samaj Education Society

WALK-IN-INTERVIEW FOR NON-TEACHING POSTS (GR-D)

A. Vacancy, Post and Reservation :

1. One Library Peon : SC
2. One Lady Attendant : General

B. Eligibility Criteria of the Application: Citizen of India

C. Academic Qualification: Minimum Qualification Class VIII pass from any school recognized and affiliated to any Board/Council or Equivalent.

Desirable: Work Experience and knowledge in Computer Operation (MS-Office).

D. Age Limit: Minimum 18 years as on 01.01.2019. Maximum 40 years as on 01.01.2019 for General Candidate (UR)

Relaxation: Upper age limit relaxable by 5 years for SC / ST / PWD / Ex-Service man.

E. Detailed Schedule of Interview: 10.03.2019

	Time:	Venue
Library Peon	from 10 am	Heramba Chandra College
Lady Attendant	from 1 pm	“”

Identification of Vacant Non-Teaching Posts:

SL. No	Post	No of Posts	Category	Pay Band	AGP
1	Library Peon	1 (One)	Reserved, SC	Rs 4,900 – 16,200/-	Rs 1,700/-
2	Lady Attendant	1 (One)	General	Rs 4,900 – 16,200/-	Rs 1,700/-

Candidates are advised to bring the prescribed format which is available at our website www.herambachandracollege.ac.in along with self attested all testimonials and also the originals.

Chakrasanti

Principal
Heramba Chandra College

Prescribed Application Format
(To be submitted in own hand writing in Black Ink)
APPLICATION FROM FOR THE POST OF GROUP-D STAFF

To
The Principal
Heramba Chandra College
23/49, Gariahat Road,
Kolkata – 700 029.

Name of the Post :

Category :

Bio Data

Name of the Applicant (in Block Letter)	
Father's Name	
Gender (Male / Female / Others)	
Category	
Nationality	
Mobile No:	
Communication Address (In Block Letter)	
Permanent Address (In Block Letter)	
Date of Birth (DD/MM/YYYY)	
Age as on 01.01.2019	
Academic Qualification	
Knowledge in Computer Operation (if any)	
Work Experience (if any)	

I, _____, hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

Date:

Place:

(Signature of Applicant)

List of Enclosures (Copy to be submitted with this application):

1. Age Proof Certificate:
2. Voter Card / Aadhar Card
3. Caste Certificate from competent authority, proof of Ex-Serviceman Category.
4. Pass Certificate
5. Work Experience Certificate (if any)
6. Certificate of knowledge in Computer Operation in MS-Office.