VIDYASAGAR COLLEGE FOR WOMEN
(39, SANKAR GHOSH LANE, KOLKATA – 6.)

Recruitment Notice

Advertisement No. Recruit/NTS/2018   **Date: 04/06/19**

Vidyasagar College for Women invites applications for the post of non-teaching positions listed in the table below from Indian Nationals having requisite qualification and experience as per recruitment rule of the department of Higher Education, Govt. of West Bengal.

Important Dates and General Instructions:

➢ Date of Application starts from : 6th June, 2019.

➢ Last date of submission of duly filled up Application Form: 22nd June 2019, upto 12 noon.

➢ Filled up Application form [Format of application form is attached in this file] along with self attested copies of all requisite documents (such as age proof certificate, educational qualifications certificates, SC/ST certificate, experience certificate etc) and a photocopy of Payment Receipt (Challan) [Attached in this file] must reach the college office by 12 noon on 22nd June 2019.

All original documents are to be produced for verification at the time of interview.

Candidature will be cancelled if the documents are found not in conformity with the declaration in the form submitted.

➢ The applicants of **Group-C post must submit** the duly filled up **Admit card** [From Attached in this file] along with application form.

➢ Sealed Applications are to be **submitted in the drop box** kept in the college office between 8.30 AM to 12 Noon within the due date.

➢ Admit Card of the eligible candidates for the Group-C position will be sent by post.

➢ Separate application is to be submitted against each position.

➢ Application fee is to be deposited at any **Branch of Bank of Baroda, Kolkata with duly filled up Bank Challan (Attached in this file). Account details is: A/C Holder- Vidyasagar College for Women, A/C Number: 00250200000463 & IFSC CODE – BARB0COLCAL** .

➢ Submission of application does not guarantee a call for interview.

➢ Mention the Advertisement number and Post applied for on the top of the envelop.

Vacancy:

SI. No.	Name of the post	No. of post	UR/SC/ST/OBC	Pay Band	Grade Pay
1.	Clerk, L.D. Gr.C	2	UR-1. SC-1.	5400-25200	2600
2.	Library Clerk.Gr.C	1	UR-1	5400-25200	2600
3.	Electrician cum Caretaker Gr.-D	1	UR	4900-16200	1800
4.	Library Peon Gr.-D	1	UR	4900-16200	1700
5.	Laboratory Attendant. Gr.-D	5	Laboratory Attendant (Zoo)-SC Laboratory Attendant (Geo)-UR Laboratory Attendant (Chem)-UR Laboratory Attendant(Film Studies)-ST Laboratory Attendant(Computer)-UR	4900-16200	1700
6.	Guard. Gr.-D	1	UR	4900-16200	1700
7.	Karma Bandhu	1		As per Govt. rule	

Eligibility Criterion:

a) **For Clerk (Group-C)** – Madhyamik, or equivalent examination , Knowledge in computer.
b) **For Electrician cum caretaker (Group - D)** – Class VIII Pass with two years experience as per Govt. rule.
c) **For Laboratory Attendant /Library Peon/Guard(Group - D)** – Class VIII Pass with experience as per Govt. rule.

Application Fees:

➤ For General and OBC-A & OBC-B Category candidates: Rs.150/-
➤ For SC/ST candidates   :   NIL

Age Limit:

➤ For General category Candidates: Minimum 18 years and Maximum 40 years as on 01.01.2019
➤ For SC/ST candidates   : Minimum 18 years and Maximum 45 years as on 01.01.2019 as per Govt. Rule.

Selection procedure (as per Government Rule)

1. **For Group-C Post**.

a) Written examination of 150 marks (Mathematics, English and Mental Aptitude)

b) Computer Application test of 50 marks.

c) Interview of 20 marks.

d) Candidates engaged in contractual or temporary mode in the concerned college for a period of more than 2 years shall get additional five marks as work experience in interview as compared to other candidates provided the candidate is within the prescribed age limit.

e) Persons having knowledge in computer operation in M.S. Office may get preference.

2. **For Group-D Post**

a) Interview of 30 marks.

b) Candidates engaged in contractual or temporary mode in the concerned college for a period of more than 2 years shall get additional five marks as work experience in interview as compared to other candidates provided the candidate is within the prescribed age limit.

c) Persons having knowledge in computer operation in M.S. Office may get preference.

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VIDYASAGAR COLLEGE FOR WOMEN
(39, SANKAR GHOSH LANE, KOLKATA – 6.)
Phone No. 033-2241-8889
Website: www.vcfw.org
(NAAC ACCREDITED, B++)

Application for recruitment of Non-Teaching Staff

Application No(For office use) :

Post Applied for :   **Date:**

For office use only	
Checked and verified	
Sign. Of Authorized person	**Sign. Of Authorized person**

Attach
Passport photo

_____
Candidate's signature.

1	**NAME (Capital Letter)**	**:**	
2	**FATHER'S NAME**	**:**	
*3	**DATE OF BIRTH**	**:**	
4	**GENDER**	**:**	
5	**ADDRESS**	**:**	
	A) PRESENT	**:**	
	B) PERMANENT	**:**	
6	**PHONE NO.**	**:**	
7	**E.MAIL ID**	**:**	
8	**MARITAL STATUS**	**:**	
9	**NATIONALITY**	**:**	
10	**RELIGION**	**:**	
*11	**CATEGORY (Gen/SC/ST)**	**:**	
12	**MOTHER TONGUE**	**:**	
*13	**AADHAR NO**	**:**	

*14   EDUCATIONAL QUALIFICATION :

Examination	Subjects	Year of Pass	Remarks

*15   ANY OTHER INFORMATION: (Detail of previous employment/experience, if any)

*16   KNOWLEDGE IN COMPUTER : YES/NO

I hearby declare that all the information made in this form are true. Any discrepancy shall be liable for cancelation of my candidature.

Place: Full signature of the applicant with date

N.B. Attach self attested copies of all the documents. Original documents are to be produced at the time of Interview.

Serial Number: ……………......

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Phone No. 033-2241-8889
Website: www.vcfw.org
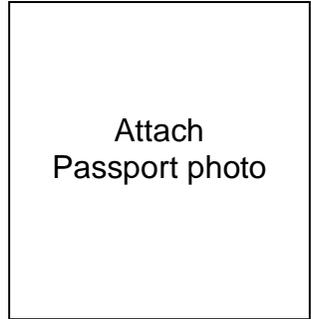(NAAC ACCREDITED, B++)

ADMIT CARD

Written Test for the post of Group-C

Date of Examination (for Office use): ……………………………

Time of Examination : ……………………………

Venue : **Vidyasagar College for Women**

Room No : ……………………………..

Attach Passport photo

_____
Candidate's signature.

Name of the Candidate :…………………………….....................................

Date of Birth : ……………………………....

Address : ……………………………………………………..

……………………………………………………………

……………………………………………………………

Date: ……………………………..

_____
Principal
Vidyasagar College for Women

VIDYASAGAR COLLEGE FOR WOMEN
39, SANKAR GHOSH LANE, KOLKATA – 6
Phone No. 033-2241-8889

BANK CHALLAN

Date: ………………………….   Bank copy

Bank	:	**Bank of Baroda**	Branch	: College Street Branch
A/C Holder	:	Vidyasagar College for Women	**A/C NO :**	**00250200000463**
IFSC Code	:	BARB0COLCAL		

Name of the Post: ……………………………………………………

Name of the Candidate: ………………………………………………

Amount: **Application fees Rs. 150/-(** One hundred and fifty only) **+ Bank Charges** Rs. …………..
is to be collected in the branch.

Applicant's signature   Receiving Authority for Bank.
(with seal)

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VIDYASAGAR COLLEGE FOR WOMEN
39, SANKAR GHOSH LANE, KOLKATA – 6
Phone No. 033-2241-8889

BANK CHALLAN

Date: ………………………….   College copy

Bank	:	**Bank of Baroda**	Branch	:	College Street Branch
A/C Holder	:	Vidyasagar College for Women	**A/C NO :**		**00250200000463**
IFSC Code	:	BARB0COLCAL			

Name of the Post: ………………………………………………………

Name of the Candidate: ………………………………………………

Amount: **Application fees Rs. 150/-(** One hundred and fifty only) **+ Bank Charges** Rs. …………..
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                                                              (with seal)

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39, SANKAR GHOSH LANE, KOLKATA – 6
Phone No. 033-2241-8889

BANK CHALLAN

Date: ……………………………….   Applicant's copy

Bank	:	**Bank of Baroda**	Branch	: College Street Branch
A/C Holder	:	Vidyasagar College for Women	**A/C NO** :	**00250200000463**
IFSC Code	:	BARB0COLCAL		

Name of the Post: ………………………………………………………

Name of the Candidate: ……………………………………………………

 Amount: **Application fees Rs. 150/-(** One hundred and fifty only) + **Bank Charges** Rs. …………..
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                                                              (with seal)
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