GUSHKARA MAHAVIDYALAYA

(NAAC Re-accredited 'A' Grade College)

P.O. Guskara, Dist. Purba Bardhaman, PIN 713128, W.B.

E-mail: guskaramahavidyalaya@gmail.com

Website: www.guskaramahavidyalaya.org

Ref. No. J-1/1951   Date: 03.02.2021

Advertisement No. 01/2021   Date: 03.02.2021

Applications are invited from Indian Citizens in the prescribed format to be downloaded from the college website: www.guskaramahavidyalaya.org for recruitment to the non-teaching posts as follows.

Sl. No.	Name of the post	Category	No. of Post	Pay Band (Pre-ROPA 2019)	Grade Pay (Pre-ROPA 2019)	Qualification
1.	Clerk (LD) – Gr.C- Morning Section	UR	01 (one)	Rs. 5400-25200	Rs. 2600	The candidate shall be able to read & write Bengali and passed Madhyamik or equivalent from a recognized board by the Government. Candidates should have knowledge in Computer application. Preference shall be given to those who have been engaged on contractual or temporary mode in the concerned college for a period more than two years.
2.	Clerk (LD) – Gr.C- Day Section	UR	01 (one)	Rs. 5400-25200	Rs. 2600	
3.	Library Clerk (LD) – Gr. C – Day Section	UR	01 (one)	Rs. 5400-25200	Rs. 2600	
4.	Electrician-cum-Caretaker – Gr.D - (Morning Section)	UR	01 (one)	Rs. 4900-16200	Rs. 1800	The candidate shall be able to read & write Bengali and passed Class VIII from a school recognized by the Government. The candidate should have at least two years' experience in concerned field. Preference shall be given to those who have knowledge in MS OFFICE and who have been engaged on contractual or temporary mode in the concerned college for a period more than two years.
5.	Guard (Group-D)	UR (EC)*	01 (one)	Rs. 4900-16200	Rs. 1700	The candidate shall be able to read & write Bengali and passed Class VIII from a school recognized by the Government. Preference shall be given to those who have knowledge in MS OFFICE and who have been engaged on contractual or temporary mode in the concerned college for a period more than two years.
6.	Peon (Group-D) – Day Section	UR (Ex-Service man)	01 (one)	Rs. 4900-16200	Rs. 1700	
7.	Peon (Group-D) – Day Section	OBC-A	01 (one)	Rs. 4900-16200	Rs. 1700	
8.	Karmabandhu (on part-time basis) – Morning Section	SC	01 (one)	Remuneration not exceeding Rs. 3000 per month to be paid out of contingency		The candidate shall be able to read & write Bengali and passed Class VIII from a school recognized by the Government.
9.	Karmabandhu (on part-time basis) – Day Section	UR	01 (one)			

Terms & Conditions for selection of the posts mentioned above:

1. Candidates belonging to SC, ST, OBC-A, OBC-B, Ex-serviceman, EC, PWD and other reserved category must produce their original Caste Certificate and Age Proof certificate before the interview. The Caste Certificate issued by the competent authority within the State of West Bengal shall only be considered valid. Such certificates issued from other states shall not be considered for the purpose of reservation. However, such candidates from other states may apply as unreserved candidates.

2. No TA/DA is admissible for appearing at the Selection Test/Interview.

3. Maximum age limit: 18 to 40 years for UR category, 45 years for SC/ST/Ex-serviceman & 43 years for OBC/PWD category as on 01.01.2021.

4. Envelopment containing the application should be superscribed with "Application for the post of …………………. And category ………………"

5. Application form for the post Group-C (LD Clerk and Library Clerk) will not be received in the college office by hand. Complete application in every respect in the prescribed form along with two sets of self-attested photocopies of age proof certificate, caste certificate, testimonials of all educational qualifications and other documents as required in support of their candidature must reach the office of the Principal by 19.02.2021 by 5:00 p.m. (latest) through registered post/speed post only. Before the interview all the original certificates shall also be produced by the candidates.

6. Application received after due date and time will be rejected summarily. Incomplete applications shall also be treated as cancelled and the college authority shall not be liable to explain any reason in the matter.

7. Application should be addressed **"To The Principal, Gushkara Mahavidyalaya, P.O. Guskara, Dist. Purba Bardhaman, PIN – 713128, W.B. India".**

8. **Selection Procedure:** Selection of the candidates for the post of Group-C will be made on the basis of Written Test, Computer Test and Interview.

9. In case of Walk-in-Interview for the post of Group-D candidates should possess all original testimonials, experience certificates along with two sets of self-attested photocopies of said documents and filled up application form at the reporting time of the scheduled date of interview. Candidates failing to produce original documents before the interview will not be entertained. Applications for the posts of Group-D do not require to be sent beforehand.

10. For all sorts of information regarding selection of non-teaching staff of Gushkara Mahavidyalaya candidates are advised to follow our website regularly.

11. **Written Test & Interview Schedule for Group-C:**

Sl. No.	Name of the Post	Date and Marks of Written Test & Interview	Date, Time & Venue of Examination
1	Clerk (LD) – 02 – UR Library Clerk (LD) - 01 – UR	**Written Test:** MCQ Pattern 150 marks (comprising of Mathematics, English and Mental Aptitude) **Computer Application Test:** 50 marks Date and time to be intimated later on through SMS and E-mail. **Interview:** 20 marks Date and time to be intimated later on through SMS and E-mail.	Date, Time & Venue of examination and interview will be declared later on

12. **Walk-in-Interview Schedule for Group-D:**

Sl. No.	Name of the Post	Category	Date of Walk-in-Interview	Reporting time	Venue of Interview
1	Peon – 02	Ex-Service-man – 01 OBC-A-01	20.02.2021	10:00 a.m. to 11:30 a.m.	Office of the SDO Sadar (North), Burdwan, Purba Bardhaman
2	Karmabandhu (on part-time basis) – 02	SC-01 UR-01	20.02.2021	12:00 noon to 1:30 p.m.	
3	Electrician-cum-Caretaker – 01	UR	21.02.2021	10:00 a.m. to 11:30 a.m.	
4	Guard – 01	UR(EC)*	21.02.2021	12:00 noon to 1:30 p.m.	

N.B. * EC (Exempted Category)

    ** After expiry of Reporting time no application shall be entertained.

    *** Admit Cards will be sent through e-mail.

Swapan Kumar Pan

Principal

Gushkara Mahavidyalaya

Principal
Gushkara Mahavidyalaya

GUSHKARA MAHAVIDYALAYA

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Photo

Application Format for the selection of Non-Teaching Staff

Post applied for …………………………………... Advt. No……………….

To

The Principal

Gushkara Mahavidyalaya

P.O. Guskara, Dist. Purba Bardhaman

1. Name of the Applicant (in block letters): …………………………………………………………

2. Mother's Name:…………………………………………………………………………………...

3. Father's/Husband /Guardian Name:…………………………………………………………….

4. Date of Birth: ……………………….   5. Age as on (01.01.2021):…………………………

6. Marital Status: ………………………   7. Gender:…………………………………………..

8. Nationality:…………………………   9. Category:…………………………………………...

10. Address with PIN Code: …………………………………………………………………………...

    …………………………………………………………………………………………………...

    …………………………………………………………………………………………………...

11. E-mail id: ………………………………………………………………………………………….

12. Mobile No.:…………………………………………………………………………………..

13. Language Known: (Please Tick)

Language	Speak	Read	write
Bengali			
English			
Hindi			
Santali			
Nepali			
Urdu			

14.   Educational Qualification:

Name of the Examination	Name of the Institution	Name of the Board	Year of Passing	Percentage of Marks	Remarks

15.   Computer Knowledge (if any):

16.   Working Experience (a period of more than two years of uninterrupted service, if any):

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I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the application are true and I shall furnish the necessary certificates whenever required. In any information/ details found to be incorrect/false at any stage of the selection process of if any fact found to have been concealed by me or detected even after the appointment, my service may be terminated.

Date: ....

....
Full signature of the applicant

Place:...........................

Self-attested documents which should be enclosed along with the application form:
1. Proof of age, 2. Proof of academic qualifications, 3. Proof in support of category (if applicable), 4. Proof of computer knowledge, 5. 02 (two) passport size self-attested photographs, 6. Proof of working experience, 7. Proof of Residential certificate (Aadhaar Card/Voter ID, Passport/Driving Licence), 8. Proof in support of disability (if applicable)

N.B. In absence of Mobile Number and E-mail Id the application of the candidates for the post of Group-C shall be liable to be rejected.