

WALK-IN-INTERVIEW FOR NON-TEACHING POSTS (Gr.-D)

Walk-in interview for recruitment to the following GROUP-D Permanent posts will be held in Kurseong College premises as per the schedule given below.

Sl No	Post	Number of Posts	Date and time of Walk-in Interview	Category	Pay Band	GP
1	Laboratory attendant (Chemistry)	1 (One)	16.12.2019 (11:00 A.M)	ST	Rs.4,900-16,200/-	Rs. 1,700/-
2	Lady Attendant	1 (One)	17.12.2019 (11:00 A.M)	Unreserved	Rs.4,900-16,200/-	Rs. 1,700/-
3	Guard	1 (One)	17.12.2019 (02:00 P.M)	General(EC)	Rs.4,900-16,200/-	Rs. 1,700/-

Interested candidates shall have to appear for “Walk-in-Interview” to be held at **Kurseong College, P.O. Kurseong, Dist Darjeeling Pin- 734 203, West Bengal .**

Reporting Time:

i) For Laboratory Attendant (Chemistry): From 09:00 A.M. to 10:30 A.M on 16.12.2019.

ii) For Lady Attendant : From 09:00 A.M. to 10:30 A.M on 17.12.2019.

iii) For Guard : From 12:30 P.M. to 01:30 P.M on 17.12.2019.

Candidates who will report within the reporting time mentioned above will only be considered to appear before the interview board. No applicant will be allowed to report after the end of the reporting time. In exceptional cases, if schedule Walk-in-interview could not be completed on the same day, the remaining candidates will have to appear on the other day which will be communicated on that day itself. Details and application format are available at our website www.kurseongcollege.net. Candidates are advised to follow the guidelines strictly given by the website. They are also advised to follow the website regularly for any update.

A) Vacancy, Post and Reservation:

(1) One Laboratory attendant (Chemistry) - ST (2) One Guard – General (EC) and (3) One Lady Attendant - Unreserved

(B) Eligibility criteria of the applicants: Any citizen of India may apply.

(C) Academic Qualification: Minimum Qualification of Class VIII Pass from any school recognized or affiliated to any Board/Council or equivalent. Knowledge in computer operation in MS Office is desirable.

(D) Age Limit: As per Govt. norms.

E) An application in the prescribed format along with Bio-data and self attested copies of all necessary testimonials and a **demand draft (Rs. 100/- for SC/ST and Rs. 200/- for other candidates)** will have to

be submitted at the time of reporting. Draft to be drawn in favour of “**Kurseong College**” payable at ‘**Kurseong**’

F) Candidates shall have to appear in the walk-in-interview with the following documents:

1. Duly filled in details in prescribed format (two sets) [Application in the prescribed format to be submitted in candidate’s own handwriting]
2. Self attested copies of all testimonials.
3. Candidates are required to produce the certificate of successful completion of a diploma course of at least 6-months in Computer Application on MS office from a govt./govt. recognized organization for claiming the benefit of computer knowledge.
4. All original copies of all testimonials for physical verification before the time of the interview.
5. A demand draft as mentioned (point E)

G) Method of Recruitment: Recruitment shall be made on the basis of selection (direct recruitment) as per G.O. No. 940-Edn(CS)/4E-25/2010 (Part) Dated 25.08.2017.

I. Interview for 30 marks.

II. Candidate engaged on contractual or temporary mode in the concerned college for a period more than two years shall get additional five marks for work experience in interview as compared to other candidates provided that the candidate is within the prescribed age limit.

III. Candidates having knowledge in computer operation in MS Office will also get additional five marks as compared to other candidates provided that the candidate is within the prescribed age limit.

I) General instruction to the candidates:

- 1) No application except in prescribed form will be considered.
- 2) Incomplete application will not be entertained.
- 3) No TA/DA shall be paid to the candidates for attending the interview.
- 4) The college shall verify the antecedents or documents submitted by a candidate at anytime at the time of appointment or during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents / background and has suppressed the said information, then his/her service shall be terminated.
- 5) 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 the right to modify/withdraw/cancel any communication made to the candidates.
- 6) In case of any disputes/ambiguity that may occur in the process of selection, the decision of the Selection Committee shall be final.
- 7) **For being considered as belonging to SC/ST/OBC-A/OBC-B/PWD/EC (Exempted Category) categories, only certificates issued by the competent authorities will be treated as valid documents.**
- 8) Self attestation of all annexed testimonials or documents should be done by the candidate himself/herself only signing his/her full name on the enclosed documents. Do not sign in capital/block letters.
- 9) No Telephone Queries will be entertained in this regard.
- 10) No canvassing in any form will be entertained in this regard.
- 11) In case of any exigencies, the schedule of Walk-in-interview may be changed.
- 12) College reserves the right to withdraw any advertised post anytime without assigning any reason thereof.

**Principal
Kurseong College**