

KURSEONG COLLEGE

KURSEONG

SITUATION VACANT

Advertisement No. KC/01/2021

Date: 08/12/2021

Applications in prescribed format are invited from eligible Indian citizens for recruitment to the post of Part-time Clerical staff. Number of post 01(one)

For details- please visit our college website: www.kurseongcollege.net

Principal
Kurseong College
Kurseong

TERMS & CONDITIONS FOR THE RECRUITMENT OF PART-TIME CLERICAL POST

1. The position is purely temporary on contract basis.
2. Minimum qualification: Class X or equivalent
3. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority along with their duly filled in application. Before the interview all the original certificates should be kept with the candidates.
4. No TA/DA will be paid to the Candidates for appearing at the Selection test/ Interview.
5. Maximum age limit: 35years
6. Envelope containing the application should be superscribed with “**Application for the post of Part-Time Clerk**”
7. Selection Procedure: Selection of the candidates will be made on the Computer Application Test including Tally (**50 marks**) & Interview (**50 Marks**).
8. Depending upon the numbers of applicant, candidates may be shortlisted for Computer Application Test and Interview.
9. Date of Computer test and Interview will be notified later.
10. Defective /Incomplete application will be rejected.
11. Only downloaded forms (From The college website: www.kurseongcollege.net) will be considered.
12. The college authority will communicate with the Eligible candidates over phone/email/or by post for appearing the written test and also interview for the Group-C post and follow the website regularly for further information.
13. In case of any advertent 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.

14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Selection Committee shall be final.
15. No telephonic enquiry will be entertained in this regard.
16. The candidate must be able to speak, read and write Nepali.
17. The list of documents to be submitted along with the Application Form are as follows :

1. Proof of Age	3. Proof of Computer Knowledge
2. Proof of Academic Qualifications	4. Proof of Working Experience (if any)

18. The filled in application along with all the relevant document must reach the college by post latest by 20th December 2021 (3:00 pm).

19. College Address:

The Principal
Kurseong College,
Dowhill Road,
P.O. Kurseong,
Dist – Darjeeling
Pin – 734 203

KURSEONG COLLEGE
KURSEONG – 734 203
Application Format
(To be submitted in own hand writing)

APPLICATION FORM FOR THE POST OF: PART-TIME CLERICAL STAFF

To
The Principal
Kurseong College
P.O. Kurseong, Dist – Darjeeling
Pin- 734203 (West Bengal)

Affix recent
Passport size
coloured
photograph
signed by the
candidate.
(DO NOT
STAPLER)

Sir,

I hereby apply for the post of **Part-Time Clerk** in response to your Advertisement

No.....date.

Yours faithfully,

Date:

Place:

.....
(Signature of the Applicant)

BIO-DATA

1.	Name of the Applicant (In Block Letters)	
2.	Father's Name	
3.	Gender (M/F/Other)	
4.	Nationality	

5.	Communication Address (In Block letters)	
6.	Permanent Address (In Block Letters)	
7.	Mobile No.	
8.	E. Mail Address	
9.	Date of Birth (DD/MM/YYYY)	
10.	Academic Qualification	
14.	Knowledge in Computer	
15.	Work Experience (if any)	

Ihereby declare that the particulars furnished by me in this application form is 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 the applicant

**(For office use only)
RECEIPT**

Received the Application Form from _____ for the post of _____ vide sl. No. _____ He/ she will be called for the interview today (i.e. on _____) or next day i.e. on _____, depending up on the progress of the interview process.

Authorized Signatory
Kurseong College
Kurseong