

DEWANHAT MAHAVIDYALAYA

Dewanhat, Cooch Behar, West Bengal, PIN – 736134

Website: www.dewanhatmahavidyalaya. in



Office Phone: 03582-252664

E-mail: dewanhatcollege@gmail.com

Ref. No. :

Date:

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

Advertisement No. : dm/01/19, dated : 20/01/2019

Dewanhat Mahavidyalaya, Cooch Behar, is going to recruit Non-Teaching Staff for the following Group-D posts in terms of Government Order No : 1048-Edn(CS)/4E-12/2013 dated the 18th September, 2017 and G.O. No. 170-Edn(CS)/4E-25/2010(Part) dated 12.02.2018.

A) Post, Type of Vacancy & Reservation :

Sl. No.	Name of the Post	No. of the Post	Category & No. of Post	Pay Band	Grade Pay
1	Library Peon	01 (One)	Unreserved (UR)	Rs.4900/- - 16,200/-	Rs.1700/-
2	Lady Attendant	01 (One)	Unreserved (UR)	Rs.4900/- - 16,200/-	Rs.1700/-
3	Laboratory Attendant (Geography)	01 (One)	Unreserved (UR)	Rs.4900/- - 16,200/-	Rs.1700/-

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

Academic Qualification : Minimum Qualification: ClassVIII Passed from any school recognized or affiliated to any Board/Council or equivalent.

For Lady Attendant, only female candidates will be considered to appear before the interview board.

C) Age Limit: **Minimum** : 18 years as on 01.01.2019. **Maximum** : 40 years as on 01.01.2019 for General candidate (UR); Relaxation: As per Govt. norms upper age limit is relaxable by 5 years for SC/ST/PWD and 3 years for OBC (both A & B Category).

D) Interested candidates shall have to appear in 'Walk-in-Interview' to be held at Cooch Behar Panchanan Barma University Guest House, (Pilkhana), Dist.- Cooch Behar, PIN- 736101, West Bengal on 03.08.2019 for the post of (i) Library Peon, and (ii) for the post of Lady Attendant and Laboratory Attendant (Geography) on 04.08.2019. Candidates who will report within 9 A.M. to 10.30 A.M on the above-mentioned dates of the interview will only be considered to appear before the interview board. No applicant will be allowed to report after 10.30 A.M. on the interview dates. Details and application format are available at our **website: www.dewanhatmahavidyalaya.in** Candidates are advised to follow the guidelines strictly given in the website. They are also advised to follow the website regularly for any update.

- E) An application in the prescribed format along with Bio-data and self-attested copies of all necessary testimonials will have to be submitted at the time of reporting.
- F) Candidates shall have to appear in the Walk –in –Interview with the following documents :
1. Duly filled-in application form and bio-data in prescribed format (two sets). [Both in the prescribed format to be submitted in the candidate's own hand writing.]
 2. Self-attested copies of all testimonials.
 3. All original copies of all testimonials for physical verification before the time of the interview.
- 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 and G.O. No. 170-Edn(CS)/4E-25/2010(Part), dated 12.02.2018.
- I. Interview of 30 marks.
 - II. Candidates 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.
- H) **General instructions to the candidates:**
1. No application except in prescribed Application 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 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 candidate are fake or the candidate has a clandestine antecedent / 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 candidate.
 6. In case of any dispute /ambiguity that may occur in the process of selection, the decision of the Selection Committee shall be final.
 7. In case of any disputes, any suites or legal proceedings against the college, the Jurisdiction shall be restricted to the Calcutta High Court.
 8. For being considered as belonging to SC/ST/OBC-A/OBC-B/PWD categories, only certificates issued by the competent authorities will be treated as valid documents.
 9. 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.
 10. No Telephonic queries will be entertained in this regard.
 11. No canvassing in any form will be entertained in this regard.
 12. In case of any exigencies, the schedule of Walk-in-Interview may be changed.

(Dr. Aziz Ahmed)

Principal

Dewanhat Mahavidyalaya

Application Format
(To be submitted in own hand-writing)
APPLICATION FORM FOR THE POST OF
LIBRARY PEON/ LABORATORY ATTENDANT (GEOGRAPHY) / LADY ATTENDANT

To
The Principal
Dewanhat Mahavidyalaya
Dewanhat
Cooch Behar
PIN : 736134

Affix recent
Passport size
coloured Photograph
signed by the
candidate.
(DO NOT STAPLE)

Sir,

I hereby apply for the post of (Category of
Post) in response to your Advertisement No.....
..... dated.

Yours faithfully,

Date:.....

Place:

(Signature of the Applicant)

BIO-DATA

1	Name of the Applicant (IN BLOCK LETTER)	
2	Father's Name	
3	Gender (M/F/Other)	
4	Nationality	
5	Category(SC/ST/OBC-A/OBC- B/GEN)	
6	Name and Category of the Post	
7	Communication Address With Contact Number (In Block Letters)	
8	Permanent Address (In Block Letters)	
9	Date of Birth (DD/MM/YYYY)	
10	Age as on 01.01.2019	
11	Academic Qualification	
12	Knowledge in Computer	
13	Work Experience (if any)	

- [For Sl. No. 12 & 13, relevant certificate from competent authority will have to be submitted.]

I do _____ hereby 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 an Application Form with Bio-data from _____ for the post of
_____ vide Sl. No. _____. He/ she will be called for interview today (i.e. on
.....

Authorized Signatory
Dewanhat Mahavidyalaya,
Dewanhat, Cooch Behar