Annexure-III

Advertisement No. RC/NTS/Recruit/01/2019 Dated 25.02.2019

Notification for Recruitment of Non-teaching Staff

TERMS & CONDITIONS FOR THE ABOVE MENTIONING POSTS

1. A Demand Draft (Any Nationalized Bank) of Rs 300/- for General Candidates and Rs 150/- for SC/ST candidates to apply for Group-C post will be submitted at the time of submission the Application Form which is in favour of "**RAIDIGHI COLLEGE**" payable at Raidighi.

2. A Demand Draft (Any Nationalized Bank) of Rs **200/-** (Rupees Two Hundred Only) for General Candidates and Rs **100/-** (Rupees One Hundred Only) for SC/ST candidates to apply for Group-D post will be submitted at the time of submission the Application Form which is in favour of "**RAIDIGHI COLLEGE**" payable at Raidighi. *However, Fees can be submitted by liquid Cash (Only for Group-D applicants) at the verification table.*

3. Candidates belonging to SC, ST, OBC-A, OBC-B, EC & other reserved category must produce their original certificate along with self-attested Certificate before the verification Table/interview Board.

4. 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.

5. No TA/DA will be paid to the Candidates for appearing at the Selection test/ Interview.

6. Candidates should enclose self-attested photocopy of the age proof certificate along with their application.

7. Maximum age limit: 40years for General Category, 45 years for SC/ST & 43 years for OBC/PH category.

8. Envelope containing the application should be superscribed with **"Application for the post of.." & Category…………………………..**

9. Filled in Application with requisite fees (Demand Draft issued not before 25/02/2019) should be submitted directly in the verification table before taking sit for the Written Examination for Group-C (Date will be notified later in the College Website) and Interview for Group-D applicants (Dated 31.03.2019).

10. Application should be addressed to the Principal, Raidighi College, Raidighi, South 24 Parganas, Pin-743383. **No application will be entertained by Post or Email**.

11. Selection Procedure for Group-C: Selection of the candidates will be made on the Written Test-**150 marks (Comprising of Mathematics, English and Mental Aptitude)**, Computer Application Test (**50 marks)** & Interview **(20 Marks).**

12. Selection Procedure for Group-D: Selection of the candidates will be made on the Interview **(30 Marks) on 31.03.2019** from 11 am onwards. **Reporting Time will be 10 am to 11 am** at **K. K. Das College Campus, GRH-17, Baishnabghata - Patuli Township P.O. - Garia, Kolkata - 700084, West Bengal, India.**

13. In case of walking-in-interview candidate should have possessed all testimonials and experience certificates along with filled-in- application before the Verification Table/Interview Board along with the Bank Draft/Cash as applicable.

14. Date of written test for Group-C will be notified later in the college website.

15. Reporting time for Walk-in-Interview for Group-D from 10 am to11 am on **31.03.2019.**

16. Defective /Incomplete applications will be rejected.

17. Only downloaded forms (From the college website: www.raidighicollege.in) will be considered otherwise not.

18. The college authority will communicate with the Eligible candidates over phone/email for appearing the written test and also interview for the Group-C post and follow the website regularly for further information.

19. For being considered as belonging to SC/ST categories, only certificates issued by the competent authority of Government of West Bengal will be treated as valid documents.

20. The College shall verify the antecedents or documents submitted by candidate at any time at the time of appointment 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.

21. 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.

22. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Selection Committee shall be final.

23. **No contact over telephone will be entertained. However, they may contact to the email id: principal.raidighi@gmail.com (if any).**

(Last date of Online Submission of filled-in-Google Registration Form for Group C Posts is 15.03.2019)

(Reporting Time of walk in interview for Group D Posts from 10 am to 11 am on 31.03.2019)