



# RAIDIGHI COLLEGE

(A NAAC Accredited College)

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Ref. No: RC/NTS/Recruit/01/2019

Date: 25.02.2019

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

## Notification for Recruitment of Non-teaching Staff

1. Online applications are invited for the post of Three (3) Non-teaching Staff (Group-C). Last date for online submission of application is **15.03.2019**
2. Walk-in-interview for the post of Five (5) Non-teaching Staff (Group-D) report on **31/03/2019 from 10 am to 11 am at K. K. Das College Campus, GRH-17, Baishnabghata - Patuli Township P.O. - Garia, Kolkata - 700084, West Bengal, India.**

For details visit our website: [www.raidighicollege.in](http://www.raidighicollege.in)

Raidighi College, a recognized Government aided College is going to recruit Non-teaching Staff for the following Group-C and Group-D posts in terms of Government Order No: 1059-Edn (CS)/4E-42/2015 dated Kolkata 20<sup>th</sup> September, 2017.

Sl. No.	Name of the Post	No. of the Post	Category	Pay Band	Grade Pay
1.	Lower Division Clerk (Group-C)	01	UR	Rs. 5,400- 25,200/-	Rs. 2,600/-
2.	Lower Division Clerk (Group-C)	01	UR(EC)	Rs. 5,400- 25,200/-	Rs. 2,600/-
3.	Library Clerk (Group-C)	01	OPEN	Rs. 5,400- 25,200/-	Rs. 2,600/-
4.	Laboratory Attendant (Botany) (Group-D)	01	UR (Ex Ser)	Rs. 4,900- 16,200/-	Rs. 1,700/-
5.	Laboratory Attendant (Zoology) (Group-D)	01	OBC-A	Rs. 4,900- 16,200/-	Rs. 1,700/-
6.	Laboratory Attendant (Microbiology) (Group-D)	01	SC(EC)	Rs. 4,900- 16,200/-	Rs. 1,700/-
7.	Laboratory Attendant (Physics) (Group-D)	01	UR	Rs. 4,900- 16,200/-	Rs. 1,700/-
8.	Generator/ Pump/Gas Plant Operator Cum Mechanic (Group-D)	01	OPEN	Rs. 4,900- 16,200/-	Rs. 1,700/-

Principal

## **1. Eligibility:** Any Male/ Female citizen of India may apply.

- For **Group C** (Serial No 1 to 3): The Candidate shall be able to read & write Bengali and have passed Madhyamik or equivalent examination from a school recognized by the Govt. Preference shall be given to them who have knowledge in Computers application and who have engaged on contractual or temporary mode in concerned college for a period more than two years.
- For **Group D** (Serial No 4 to 8): The Candidate shall be able to read & write Bengali and have passed Class VIII from a school recognized by the Govt. Preference shall be given to them who have knowledge in Computer operation in MS office and who have engaged on contractual or temporary mode in concerned college for a period more than two years.

## **2. Essential qualifications required**

### **For Group C Posts: (Clerk)**

- **Academic qualification:** Madhyamik or its equivalent from any school recognized by or affiliated to Board/ Council or equivalent.
- **Knowledge in Computer Application:** Diploma/Certificates from Government registered or reputed organization
- Preference will be given to the candidates who have engaged on contractual or temporary mode in concerned college for a period more than two years.

### **For Group D Post: Generator/ Pump/Gas Plant Operator-Cum-Mechanic):**

- ITI or equivalent pass.

### **For Group D Post (Laboratory Attendant)**

- Class 8th pass.
- Preference will be given to the candidates having knowledge in computer operation in MS Office and who have engaged on contractual or temporary mode in concerned college for a period more than two years.

## **3. Age:**

Minimum 18 years as on 01.01.2019 Maximum 40 years as on 01.01.2019 for General candidate (UR).

**Relaxation:** Upper Age limit is relaxable by 5 years for SC/ST/PWD and 3 years for OBC (both A and B Category)

## **4. Method of selection:**

### **For Group C: Written Test for Group-C Candidates:**

Selection will be made on the basis of written test on **Mathematics, English and Mental Aptitude** of 150 marks and **Computer Application Test** for 50 marks as per G.O. No. 940-Edn(CS) dated 25.08.2017. Shortlisted candidates based on the performance in the written test will be called for interview. The date and venue will be notified later in the college notice board/website. There will be 75 number of Multiple-Choice Questions (MCQ) of 2 marks each covering the subjects

Mathematics, English and Mental Aptitude with a total of 150 marks and in addition Computer Application Test of 50 marks. ***For each incorrect answer one mark will be deducted.***

**For Group D:**

Selection will be made on the basis of walk in interview on 31.03.2019. Candidates have to report on 31-03-2019 from 10:00 a.m. to 11:00 a.m. at **K. K. Das College Campus, GRH-17, Baishnabghata - Patuli Township P.O. - Garia, Kolkata - 700084, West Bengal, India.** No candidates will be allowed to enter in the college premises after stipulated time.

**5. Admit Card:**

The Admit Cards for written examination will be sent through email to the candidates applying for **Group C** posts, which they will bring at the time of written test along with a photo identity proof (Voter ID/Aadhar card or any photo identity duly signed by the Competent Authority).

**6. Registration Fees for Application Form:**

**For Group C:**

A Demand Draft (Any Nationalized Bank) of Rs **300/-** (Rupees Three Hundred Only) for General Candidates and Rs **150/-** (Rupees One Hundred Fifty Only) 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.

**For Group D:**

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.***

**7. Deadline of the Registration:**

- ❖ **Last date of Online Registration is 15.03.2019 for Group C candidates.** Candidates have to submit the hard copy of the application form along with all relevant documents if they called for Written Test.
- ❖ **Candidates for Group D post need not apply online but prepare for the walk in interview to be held on 31.03. 2019, along with all originals and Xerox copies of certificates and with a filled in**

**application.** Candidates must bring the Original Caste certificate and photo identity proof **and requisite fees by DD/Cash.**

## **8. The Schedule of Examination and Interview:**

The Date, Time and Venue of Written Examination and Interview for the Group C posts will be notified later in the college notice board/website and also will be communicated to the **eligible** candidates through email.

Post	Examination	Venue	Date
Group - C	<ul style="list-style-type: none"> <li>➤ <b>Written Test</b> - 150 marks (Comprising of <b>Mathematics, English and Mental Aptitude</b>)</li> <li>➤ <b>Computer Application Test</b>- 50 marks</li> <li>➤ <b>Interview</b>-20 marks</li> </ul>	Date & Venue of Examination will be notified later in college Notice Board/ Website ( <a href="http://www.raidighicollege.in">www.raidighicollege.in</a> )	
Group - D	<ul style="list-style-type: none"> <li>➤ <b>Walk-in-Interview</b>- 30 Marks on <b>31.03.2019 at 10am to 11 am</b> (Reporting time)</li> </ul>	<b>K. K. Das College Campus, GRH-17, Baishnabghata - Patuli Township P.O. - Garia, Kolkata - 700084, West Bengal, India</b>	<b>31.03.2019</b>

## **9. Mode of Application:**

- ❖ The applicants for **Group C** (Serial No 1 to 3) posts are requested to fill up the online Google form whose link is given in the college website (**[\\*ONLINE REGISTRATION FOR THE POST OF GROUP-C\\*](#)**). After submitting the Online Registration Google Form, they have to take the print out of the form by click on the link **[\\*APPLICATION FORM FOR THE POST OF GROUP-C\\*](#)**. This filled in Application Form with Xerox copies of all credentials is to be submitted to the verification table before appearing the written test along with required Demand Draft. Before filling the Online Google Registration Form, the candidates are required to make the Demand Draft first and create their own Email ID otherwise they can't access this form.
- ❖ The applicants For walk-in-interview for **Group D** (Serial No 4 to 8) posts, Online Registration is not required but the candidates have to appear for walk in interview on March 31, 2019 reporting time between 10 a.m. to 11 a.m. with all original and Xerox copies of certificates and along with the **filled in application form** (the candidate must take the printout of the form by click on the link **[\\*APPLICATION FORM FOR THE POST OF GROUP-D\\*](#)** given in the website and fill it in his/her own handwriting). At that time they also have to submit the requisite fees by Demand Draft/Cash.

**NOTE:** Appearing in the written examination is purely provisional subject to verification of the candidate's eligibility at various stages. **INCOMPLETE AND INCORRECT FORMS WILL BE REJECTED.**

## GENERAL INFORMATION

1. *Before filling up the Application Form, the candidate should satisfy himself/ herself that He/She fulfills all the eligibility criteria as laid down in the website/advertisement to avoid rejection of the Application Form.*
2. *Application fee shall not be refunded under any circumstances.*
3. *On receipt of the admit card the candidates should check it very carefully and bring discrepancy if any to the notice of the college authority. **The candidate must bring the admit card and identity card** (Voter ID/Aadhaar Card or any photo identity duly signed by the Competent Authority) for entering into the examination hall.*
4. *If a candidate writes his/her name on the answer sheet which may disclose in anyway the identity of the candidate, he/she shall render himself liable to be disqualified.*
5. *No DA/TA will be paid to the candidate for appearing at the examination centre.*
6. *Calculator mobile phone log tables will not be allowed inside the examination hall*
7. *Only blue or black ball points pens to be used to write in the examination.*
8. *A candidate found canvassing in any form and or guilty of indiscipline in the examination hall or using unfair means of any nature or noting down the question, except on answer sheet shall be liable to be disqualified for the examination and future tests also.*
9. *Incorrect/False information will lead to the cancellation of candidature summarily, if detected before or after the examination and appropriate action will be taken up, even if detected subsequent stages.*
10. *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 or Block letters.*
11. *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.*
12. *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.*
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 contact over telephone will be entertained. However the candidate if required can contact to the email ID: [principal.raidighi@gmail.com](mailto:principal.raidighi@gmail.com)*

**(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)**