



VIVEKANANDA MAHAVIDYALAYA

P.O- Sripalli, Dist . – Purba Bardhaman

Pin-713103 , West Bengal

Advertisement No : 01/19

Dated, July 05 , 2019

Applications are invited from Indian citizens for filling up the substantive vacant post of Clerk (LD), Day Section (Reserved for OBC-A) in prescribed form to be downloaded from the College website www.vmbdn.in from 05.07.2019 to 20.07.2019. Completed application in prescribed form along with photo-copies of all credentials has to be submitted in the Box kept in *the college day office/by registered post/speed post mentioning the advertisement No:* and post applied for in the sealed envelop from 05.07.2019 to 20.07.2019 up to 4 p.m (through proper channel in case of already employed candidates).

No TA / DA is admissible for attending tests / examinations and interview, if called for. It should be noted that possession of minimum eligibility shall not confer any right to be called for tests /examinations and interview. The posts will be filled up by observing the reservation quota as per rules of the Govt. of West Bengal(BCW). Incomplete applications are likely to be rejected.

Last date of submission of completed application is 20.07.2019 up to 4 p.m.

- (1). **Clerk (LD), Day Section :** (Pay Band- Rs.5,400/- to 25,200/- with GP – Rs. 2,600/-)
[01 Post- (OBC-A)]

Minimum Qualification : Madhyamik or its equivalent and certificate for knowledge of computer applications.

Date & Time for written examination, Interview & computer application test shall be published in the college website (www.vmbdn.in). No individual communication will be made. (Tentative date for written Examination, interview & computer application test is in the 1st week of August 2019)

Application Fee: Rs. 100/-

Payment mode : Either through a Demand Draft in favour of “ Principal Vivekananda Mahavidyalaya” Payable at ‘ Burdwan’ should be attached with the application.

or

through RTGS to current A/C of the college. A/C No: 1459420914 IFSC Code: CBIN0283920 RTGS receipt should be attached with the application.

Age : Not above 43 years as on 01.01.2019, relaxation of age for PH category upto 45 years.

Selection will be done following G.O. No: 940-Edn(CS) dt. 25.08.2017 read with G.O. No: 170-Edn(CS) dt. 15.02.2018.

Copy to:

1. College Notice Board
2. Notice file of Teachers’ room
3. Notice file of Day section
4. Notice file of Morning section.
5. College website: www.vmbdn.in

Dr. S.P.Rudra
Principal
Vivekananda Mahavidyalaya
P.O- Sripally, Dist- Burdwan
West Bengal

VIVEKANANDA MAHAVIDYALAYA

P.O- Sripalli, Dist . – Burdwan
West Bengal



APPLICATION FORM FOR NON-TEACHING POST

(To be filled in by the candidate in his / her own hand writing)

To
The Principal
Vivekananda Mahavidyalaya
P.O- Sripalli
Dist.- Burdwan
Pin- 713104

Sub : Application for the post of.....

Ref : Adv. / Notification No..... dated.....

Sir,

With reference to your above Notification / Advertisement, I beg to apply for the post of
..... the particulars as regards my
candidature for the post are given below:

1. Name in full (in block letters) :
2. (a). Present address :
- (b). Permanent address :
- (c). Phone / Mobile No. :
- (d). e-mail (if any) :
3. Father's Name :
4. Mother's Name :
5. Husband's name :
(in case of married women only)

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6. Date of Birth (in Christian era) :

7. Age as on 01.01.2014 :

8. Academic attainments :

Examination Passed	School / Board / University	Division / Class	Year of Passing	% of Marks
Madhyamik or its equivalent				
IA / I.Sc/UE/PU/HS				
B.A / B.Sc / B.Com or its equivalent				
M.A / M.Sc / M.Com of its equivalent				
Computer applications				
. Others (if any)				

9. Whether **OBC-A** :

Whether Physically Handicapped

[if yes furnish necessary document (s)]

10. Nationality :

11. Employment Exchange Registration No. :
With date, if any

12. Experience, if any :

13. Present employment, if any :
[if yes furnish necessary document (s)]

14. Any other information, if any :

I solemnly declare that the particulars furnished above are true to the best of my knowledge and belief. If any information is found to be false / incorrect at any stage, my application shall be liable to be rejected.

Date :

Yours faithfully

Place :

(Signature of the candidate in full)

Enclosure :

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- N.B :** 1. Incomplete applications are likely to be rejected.
2. Application along with admit card and Self Attested copies of testimonials in support of Age, Academic qualifications, Cast (for **OBC-A /**), Physically handicapped Certificate, if any, are to be enclosed.
 3. No column / item be kept blank, please put '**X**' mark or write '**Nil**' against the column (s) which is / are not applicable.
 4. Date of written test, venue and roll no. will be published through the College website.

No individual communication will be made.

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VIVEKANANDA MAHAVIDYALAYA

P.O- Sripalli, Dist . – Burdwan
West Bengal



ADMIT CARD

(FOR WRITTEN TEST)

(To be filled in by the candidate)

(Institution Copy)

Name of the Candidate _____

Post applied for _____ Category _____

Roll No _____ (for office use only)

Venue _____ (for office use only)

Signature of the candidate in full

.....

VIVEKANANDA MAHAVIDYALAYA

P.O- Sripalli, Dist . – Burdwan
West Bengal



ADMIT CARD

(FOR WRITTEN TEST)

(To be filled in by the candidate)

(Candidate's Copy)

Name of the Candidate _____

Post applied for _____ Category _____

Roll No _____ (for office use only)

Venue _____ (for office use only)

Signature of the candidate in full

Principal, Vivekananda Mahavidyalaya, Burdwan

Affix self
attested
recent
passport size
photograph

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attested
recent
passport size
photograph