



# VIVEKANANDA MAHAVIDYALAYA

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

Advertisement No : 01/14

Dated, December 13 , 2014

Applications are invited from Indian citizens for filling up the following substantive vacant posts in prescribed form to be downloaded from the College website [www.vmbdn.in](http://www.vmbdn.in) from 13.12.2014 to 23.12.2014. Completed application in prescribed form along with photo-copies of all credentials has to be submitted in the Box kept in the college office from 15.12.2014 to 23.12.2014 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 of quota as per rules. Incomplete applications are likely to be rejected.

Last date of submission of completed application is 23.12.2014 up to 4 p.m.

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

Minimum Qualification : Madhyamik of its equivalent.

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

Minimum Qualification : Madhyamik of its equivalent.

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

Minimum Qualification : Madhyamik of its equivalent.

**(4).Laboratory Attendant in Chemistry (Group D), Day Section :**

**(Pay Band- Rs.4,900/- to 16,200/- with GP – Rs. 1,700/-)**

[ 02 Posts-(ST-1, UR-1)]

Minimum Qualification : VIII passed

**(5).Laboratory Attendant in Botany (Group D), Day Section :**

**(Pay Band- Rs.4,900/- to 16,200/- with GP – Rs. 1,700/-)**

[ 02 Posts-(SC-1, OBC-B-1)]

Minimum Qualification : VIII passed

**(6).Library Peon (Group D), Day Section :**

**(Pay Band- Rs.4,900/- to 16,200/- with GP – Rs. 1,700/-)**

[01 Post- (SC- 01)]

Minimum Qualification : VIII passed

**Age :** Not above 40 years as on 01.01.2014, relaxation of age for SC / ST category upto 45 years, OBC – A / OBC- B category upto 43 years & PH category upto 45 years.

**N.B :** Must submit a self-addressed Rs.5/-stamped envelop (9" X 4") along with the application form. Candidates who want to apply for more than one post must apply in separate application form against each post.

Copy to:

1. College Notice Board
2. Notice file of Teachers' room
3. Notice file of Day section
4. Notice file of Morning section.

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 |
|--------------------------------------|-----------------------------|------------------|-----------------|------------|
| VIII Passed                          |                             |                  |                 |            |
| 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 |                             |                  |                 |            |
| Others, if any                       |                             |                  |                 |            |

9. Whether **SC / ST / OBC-A / OBC-B / 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 **SC / ST/ OBC-A / OBC-B**), 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.
5. The self attested Admit Card (candidate's copy and the institution copy) should be submitted along with the application form.

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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)**

Affix self  
attested  
recent  
passport size  
photograph

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)**

Affix self  
attested  
recent  
passport size  
photograph

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