



Vivekananda College

(W. B. Govt. Aided College)

NAAC ACCREDITED "A" GRADE INSTITUTION

(AFFILIATED UNDER WEST BENGAL STATE UNIVERSITY)



Ref. No. VC/Recruitment/01/2024

Date. 02-03-2024

Advertisement Notice No: VC/Recruitment/01/2024

Applications are invited in the prescribed format as detailed in the College website from Indian citizens for recruitment to the **Contractual Staffs as Purely Temporary basis (renewal in every six months in a year)** as follows, under Vivekananda College, Madhyamgram, North 24 Parganas, Kolkata – 700129.

Sl No.	Name of the Department	NO. OF VACANCY	AGE LIMIT	Essential Qualification
1.	Non-Teaching Staff (Technical/office)*	01	NOT LESS THAN 21 YEARS & NOT MORE THAN 36 YEARS AS ON 01.01.2024	Essential Qualification: Bachelor's Degree from a recognized college or Institute. The candidate should be proficient in Bengali & English. Must have completed certificate / diploma course in Computer application & office job from any reputed institution.
2.	Non-Teaching Staff (Office)*	01	NOT LESS THAN 21 YEARS & NOT MORE THAN 36 YEARS AS ON 01.01.2024	Essential Qualification: Bachelor's Degree from a recognized college or Institute. The candidate should be proficient in Bengali & English. Must have completed certificate / diploma course in Computer application & office job from any reputed institution.
3.	Non-Teaching Staff (Accounts Department)*	01	NOT LESS THAN 21 YEARS & NOT MORE THAN 36 YEARS AS ON 01.01.2024	Essential Qualification: Bachelor's Degree from a recognized college or Institute. The candidate should be proficient in Bengali & English. Must have completed certificate / diploma course in Computer application from any reputed institution. Sufficient experience in running accounting software is required.
4.	Non- Teaching Staff (Post Graduate Departments)*	01	NOT LESS THAN 21 YEARS & NOT MORE THAN 36 YEARS AS ON 01.01.2024	Essential Qualification: Bachelor's Degree/Master's Degree from a recognized college or institute. The candidate should be proficient in Bengali & English. Must have completed certificate / diploma course in Computer application from any reputed institution.

*All the Posts are Contractual & Purely Temporary basis **(renewal in every six months in a year)**.

Rimi Roy

DR. RIMI ROY

Vice Principal

VIVEKANANDA COLLEGE

MADHYAMGRAM, NORTH 24 PARGANAS
KOLKATA-700129

Address: East Udayrajpur, Madhyamgram, North 24 Parganas, Kolkata-700129

Phone: (033) 2538 7392

Fax : (033) 2538 7392

Website: www.vivekanandacollegemmg.edu.in

E-mail: vivekanandacolg@gmail.com, vivekanandacollegemmg@gmail.com



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WALK IN INTERVIEW SCHEDULE:

Sl No.	Department	Date of Walk-In-Interview	Venue of Examination
1.	Non-Teaching Staff (Technical) and Non-Teaching Staff (Office Bearer)	06/03/2024 at 12 noon to 3pm	Vivekananda College East Udayrajpur, Madhyamgram, North 24 Parganas, Kolkata – 700129
2.	Non-Teaching Staff (NTS) in Accounts Department	06/03/2024 at 12 noon to 3pm	Vivekananda College East Udayrajpur, Madhyamgram, North 24 Parganas, Kolkata – 700129
3.	Staff for Post Graduate Departments	06/03/2024 at 12 noon to 3pm	Vivekananda College East Udayrajpur, Madhyamgram, North 24 Parganas, Kolkata – 700129.

**** Candidates may appear before the Interview Board with completely filled up application form and original testimonials and credentials along with self-attested photocopies.**

Rimi Roy

DR. RIMI ROY

Vice Principal

VIVEKANANDA COLLEGE

MADHYAMGRAM, NORTH 24 PARGANAS

KOLKATA-700129

Address: East Udayrajpur, Madhyamgram, North 24 Parganas, Kolkata-700129

Phone: (033) 2538 7392

Fax : (033) 2538 7392

Website: www.vivekanandacollegemmg.edu.in

E-mail: vivekanandacolg@gmail.com, vivekanandacollegemmg@gmail.com



VIVEKANANDA COLLEGE

APPLICATION FORMAT

Advertise Notice No: VC/Recruitment/01/2024

To
The Vice Principal
Vivekananda College
East Udayrajpur,
Madhyamgram, Kolkata-700129

Attach
Passport size
Photo duly
self attested

POST APPLIED FOR: Post No. (1 / 2 / 3/4)

.....
(1) Name in Block Letter:

.....
(As per Admit Card/ Certificate)

(2) Father/Mother Name in Block

Letter.....

(3) Date of Birth :.....

(4) Age on 01.01.2024:.....

(5) Marital Status:.....

(6) Gender: (Male / Female / Other)

(7) Nationality:.....

(8) Religion:.....

(9) AADHAAR No:

.....

(10) Address (With Pin Code):

(11) Mobile / Contact No. :

.....
(12) Email Id:

.....

(13) Language known:

	Speak	Read	Write
English			
Bengali			
Hindi			

(14) Academic Qualification (Attach separate sheet, duly authenticated, if required):

Sl. No.	School/Board/Univ./ Institution	Examination Passed	Year of Passing	Total Marks	% Marks Obtained

(15) Computer knowledge:

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(16) Working Experience (If any):

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I, hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfil these conditions. The details mentioned in the Application are true and I shall furnish the necessary certificates whenever required. If any information/details found to be incorrect / false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my service may be terminated.

Date:

Place:

Signature of the applicant

N.B: All Self attested documents should be enclosed along with the application form.