

Alipurduar College

Notification for Recruitment of Non teaching Staff

Alipurduar College, Alipurduar, a recognized Government Sponsored College is going to recruit Non-Teaching Staff for the following Group-C and Group-D posts in terms of Government Order No: 730 - Edn (CS)/4E-37/95 dated 16th August 2016.

1. **Eligibility:** Any Male/Female Citizen of India may apply either for Group – C or Group – D or both (Group – C & Group – D). The applicants are requested to fill up the form online available in the College website.

2. **Essential Qualification Required:** For Group –D posts: Passed Class VIII from any school recognized or affiliated by Board/Council or equivalent. For Group-C Posts: Madhyamik or its equivalent from any school recognized or affiliated by Board/Council or equivalent. For Karmabandhu, the minimum qualification is class VIII passed.

Duly qualified candidates working for at least 5 years as regular employees in Group D Category in Alipurduar College may also apply.

3. **Age (For External Candidates only):** Minimum 18 years as on 01.01.2017. Maximum 40 years as on 01.01.2017 for General candidate (UR); Relaxation: Upper Age limit is relaxable by 5 years for SC/ST/PWD and 3 years for OBC (both A & B Category).

4. **Method of Recruitment:** Recruitment shall be made on the basis of selection (direct recruitment).

5. List of Vacancies and Pay Structure:

| | Name of the Posts | Category | No. Posts | Pay Band | Grade Pay |
|----|---|-----------------|------------------|---------------------|------------------|
| 1 | Laboratory Attendant (Geography) (Gr-D) | OBC-A (EC) | 1(One) | Rs. 4,900- 16,200/- | 1,700/- |
| 2 | Laboratory Attendant (Physics) (Gr-D) | PWD | 1(One) | Rs. 4,900- 16,200/- | 1,700/- |
| 3 | Laboratory Attendant (Physics) (Gr-D) | SC | 1(One) | Rs. 4,900- 16,200/- | 1,700/- |
| 4 | Laboratory Attendant (Chemistry) (Gr-D) | OBC-B | 1(One) | Rs. 4,900- 16,200/- | 1,700/- |
| 5 | Clerk (LD) (Gr.-C) | UR-EC | 1 (One) | Rs. 5,400- 25,200/- | 2,600/- |
| 6 | Clerk (LD) (Gr.-C) | UR | 1 (One) | Rs. 5,400- 25,200/- | 2,600/- |
| 7 | Library Clerk (Gr.-C) | UR | 1(One) | Rs. 5,400- 25,200/- | 2,600/- |
| 8 | Peon (Gr-D) | UR-EC | 1(One) | Rs. 4,900- 16,200/- | 1,700/- |
| 9 | Guard (Gr-D) | UR | 1(One) | Rs. 4,900- 16,200/- | 1,700/- |
| 10 | Guard (Gr-D) | SC | 1(One) | Rs. 4,900- 16,200/- | 1,700/- |
| 11 | Karmabandhu (Part-time) | -- | 1(One) | Rs.2000/- Fixed | -- |

6. **Question Paper:** There will be both multiple choice question (MCQ) and composition in English and or Bengali. For Group – C question will be set covering the subjects History, English, Bengali, General Science, Geography, Current affairs, Arithmetic and Test of Reasoning. In case of Group – D, subjects to be covered are History, English, Bengali, General Science, Geography, Current affairs and Arithmetic.

7. **Admit Card:** The Admit Cards for written examination for the post of Group-D and Group-C have to be downloaded online after submission of application forms and fees.

8. **Fees for Examination:** Application fee of Rs.200/- for unreserved candidates(UR) and Rs. 120/- for OBC and SC; Rs. 100 for PWD candidates only to be deposited by challan generated online at main branches of Bank of Baroda, not any Kiosk branch. **Last date for submitting fees at the Bank counter is 31.05.2017.**

9. **The schedule of Test & Interview:** The date, time and venue of Test & Interview will be notified later in the college notice board/ website.

10. **How to Apply:** Application form is to be filled in online through the link provided in the college website www.apdcollege.org till 30-05-2017. Please follow 'How to apply for the posts of Non-Teaching Staff Recruitment', available in the download option in the college website.

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

Method of selection:

Selection will be done on the basis of cumulative total of marks **obtained in earlier examinations plus written test plus interview.** The distribution of marks is as under:

Group C Category- Written-70, Academic Qualification-10 (Madhyamik or equivalent), Viva-20= Total -100

Group D Category- Written-70, Viva/Interview-30= Total-100

Note: In case, grand total marks obtained by two or more candidates become equal, preference will be given to the candidate who has secured more marks in written examination subsequent to academic qualification further on the candidate having more experience.

12. **Appointment:** After getting the panel approved from the college Governing Body, appointment letter will be issued to the rank holders from the top depending upon the number of posts.

GENERAL INFORMATION 1. Before filling up the Application Form, the candidate should satisfy himself/herself that he/she fulfils all the eligibility criteria as laid down in the advertisement to avoid rejection of the Application Form. 2. No mark sheet shall be issued to the candidates. 3. Answer sheets will be preserved for three months after publication of the Panel and the Waited List. 4. Application fee shall not be refunded under any circumstances. 5. On receipt of the Admit Card, the candidate should check it very carefully and bring discrepancy /discrepancies, if any, to the notice of the college authorities. The candidate must bring the Admit Card to the Examination Hall to secure Admission for the written examination. 6. If a candidate writes his name or puts any special mark at any place in the Answer sheet/OMR sheet, which may disclose in any way the identity of the candidate, he shall render himself liable to be disqualified. 7. No T.A. will be paid to the candidate for appearing at the Examination Centre. 8. **Calculator/Mobile Phone/Log Tables will not be allowed inside the Examination Hall.** 9. Only blue and black ball point pens to be used to write the examination.

10. 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 from this Examination and future Tests also. 11. 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. 12. Attestation of all annexed testimonials or documents should be done by the candidate himself only, signing his full name on the enclosed documents. Do not sign in capital/block letters. 13. For being considered as belonging to SC / UR-EC / OBC-A-EC / OBC-B / PWD categories, only certificates issued by the competent authorities will be treated as valid documents.