

**NATHANIYAL MURMU MEMORIAL COLLEGE  
TAPAN, DAKSHIN DINAJPUR, W.B.**

Vacancy

**Advertisement No. 62/2022/NMMC(SS)/1812 dated 01/02/2022**

**Information to the Candidate :**

**1. Post, Category, Type, Vacancy & Reservation :**

**a) Details of Group-C Post :**

Sl No.	Name of the Post	Category	Type	Vacancy	Reservation
1	Library Clerk	Substantive	Group-C	1 (One)	Unreserved

**b) Details of Group-D Post :**

Sl No.	Name of the Post	Category	Type	Vacancy	Reservation
1	Lady Attendant	Substantive	Group-D	1 (One)	Unreserved

**2. Eligibility criteria of the applicants:** Only the citizen of India may apply.

**3. Academic Qualifications for Group-C Post :**

- a) Madhyamik Pariksha or equivalent Examination passed from any Institution/Board recognized by the State Government or the Central Government.
- b) **Knowledge in computer operation:** Knowledge in computer operation in MS Office will be an additional qualification. Certificate from Govt. registered or reputed organization may only be considered. Candidates might also be judged at the interview board.
- c) Candidate engaged on contractual or temporary mode in the concerned college for a period more than two years shall get additional five marks for work experience in interview as compared to others candidates provided that the candidate in within the prescribed age limit.

**4. Academic Qualifications for Group-D Post :**

- a) (i) Essential : Minimum Class VIII passed from any school recognized or affiliated to any Board/Council or equivalent..  
(ii) Desirable : Madhyamik Pariksha of class X Board Examination passed.
- b) **Knowledge in computer operation:** Knowledge in computer operation in MS Office will be an additional qualification. Certificate from Govt. registered or reputed organization may only be considered. Candidates might also be judged at the interview board.
- c) Candidate engaged on contractual or temporary mode in the concerned college for a period more than two years shall get additional five marks for work experience in interview as compared to others candidates provided that the candidate in within the prescribed age limit.

**5. Scale of Pay (Pay Band with Grade Pay) :**

- a) **Library Clerk (Group-C Post)** : PB Rs. 5,400 - 25,200/-, GP- Rs. 2,600/-
- b) **Lady Attendant (Group-D Post)** : PB Rs. 4,900-16,200/-, GP-Rs. 1,700/-

**6. Age Limit for Group-C & Group-D Posts:**

- a) Minimum 18 years as on 01/01/2022 and Maximum 40 years as on 01/01/2022.
- b) Upper Age Limit is relaxable by 5 years for SC/ST/Ex-Serviceman.
- c) Upper Age Limit is relaxable by 3 years for OBC.
- d) Upper Age Limit is relaxable by 5 years for persons with Disabilities having physical disability of 40% and above.

## 7. Detailed Schedule of Interview for Group-D Post :

Sl. No.	Name of the Post	Number of Posts	Date of Walk-in-Interview	Category
1	Lady Attendant	1 (One)	06.03.2022	Unreserved

### Note :

- Interested candidate are advised to appear “Walk-in-Interview” to be held on 06/03/2022 at Nathaniyal Murmu Memorial College, P.O. & P.S.-Tapan, Dist.- Dakshin Dinajpur-733127, West Bengal within 9:30 a.m. to 11:30 a.m..
- Candidates who will report within 9:30 a.m. to 11:30 a.m. on 06/03/2022 will only be considered. No applicant will be allowed to report after 11:30 a.m. on 06/03/2022.
- Candidate are advised to Submit the filled up Application Form (prescribed) in original and photocopies of testimonials in the college office within 9:30 a.m. to 11:30 a.m. on the date of Walk-in-Interview and sign in the attendance register (Mandatory).
- ‘Details of the candidate on a prescribed Format’ (‘Application Format’) are available at our website : [www.nmmcollege.in](http://www.nmmcollege.in).
- In exceptional cases, if scheduled Walk-in-Interview could not be completed on the same day, the remaining candidates have to appear on other day which will be communicated on that day itself.
- Candidates are advised to follow the guidelines strictly given in the website. They are also advised to follow the website regularly for any update.

### 8. Documents : Candidates have to appear in the walk-in-interview with the following documents-

- a) Duly filled in details in Prescribed Format (1 set). Application in the prescribed format to be submitted in candidate’s own hand writing in blue ink.
- b) Self-attested copies of all testimonials.
- c) All Original copies of all testimonials for physical verification.

### 9. Method of Recruitment : Recruitment shall be made on the basis of selection (direct recruitment) as per G.O. No. 940-Edn (CS)/ 4E-25/2010 (Part) dated 25/08/2017 and all other G.O. mentioned in the post creating G.O. No. 688-Edn (CS)/4E-27/11 dated 15/06/2018.

#### a) For Group-C Post :

- (i) Candidate shall have to appear at the Written Examination for 150 Marks comprising of Mathematics, English and Mental Aptitude.
- (ii) Candidate will have to appear at the Computer Application Test for 50 Marks.
- (iii) Interview will be conducted for each candidate on 20 Marks.
- (iv) Candidate engaged on contractual or temporary mode in the concerned college for a period more than two years shall get additional five marks for work experience in interview as compared to others candidates provided that the candidate is within the prescribed age limit.

#### b) For Group-D Post :

- (i) Interview will be conducted for each candidate on 30 Marks for Group-D Post.
- (ii) Candidate engaged on contractual or temporary mode in the concerned college for a period more than two years shall get additional five marks for work experience in interview as compared to others candidates provided that the candidate is within the prescribed age limit.
- (iii) Candidate having knowledge in computer operation in MS Office will also get additional five marks as compared to others candidates provided that the candidate is within the prescribed age limit.

## **General instruction to the candidate :**

- 1) No applicant except in prescribed Application Form will be considered (Available in college website).  
**Separate Application Form to be filled up for each Post.**
- 2) (i) Applicant for Group-C Post have to pay an amount of Rs. 200/- by online or at college cash counter (if offline application) as Application Processing fees. Application will not be accepted without Application Processing fees.  
  
(ii) Applicant for Group-D Post have to pay an amount of Rs. 100/- in cash as Application Processing fees at the time of reporting on the date of interview. Application will not be accepted without Application Processing fees.
- 3) Incomplete application will not be entertained.
- 4) No TA/DA shall be paid to the candidates for attending the interview, Written Examination and Computer Application Test etc.
- 5) The College shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or 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.
- 6) In case of any inadvertent 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.
- 7) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Selection Committee shall be final.
- 8) In case of any disputes, any suites or legal proceedings against the college, the jurisdiction shall be restricted to the Calcutta High Court.
- 9) For being considered as belonging to SC/ST/OBC/PWD/Ex-serviceman categories, only certificate issued by the competent authorities will be treated as valid documents.
- 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/block letters.
- 11) No Telephonic queries will be entertained in this regard.
- 12) No Canvassing or recommendation in any form will be entertained in this regard.
- 13) In case on any exigencies, the schedule of Walk-in-Interview may be changed.

Dr. M. Biswas  
Teacher-in-Charge  
Nathaniyal Murmu Memorial College

# **Application Format**

(To be submitted in own hand writing in blue ink)

To  
The Teacher-in-Charge,  
Nathanial Murmu Memorial College,  
P.O. & P.S.- Tapan, Dist.- Dakshin Dinajpur,  
PIN-733127, West Bengal

Affix recent  
passport size  
coloured photograph  
sign by the  
candidate (do not  
use staple of pin)

Sir,

In response to your Advertisement No. ....  
dated ..... I hereby apply for the post of .....  
Category ..... The requisite particulars are given below in the prescribed proforma and two sets, complete  
in all respects, are being submitted.

Yours faithfully

Date : .....

Place : .....

.....  
(Full Signature of the Applicant)

## **BIO-DATA**

1. Name of the Applicant (In Block Letters) :	
2. Father's & Mother's Name :	
3. Gender (M/F/Other) :	
4. Date of Birth (DD/MM/YYYY) (as per Birth/School/ MP or equivalent Certificate)	
5. Nationality :	
6. Category (SC/ST/OBC/GEN/PH)	
7. Marital status (Married/Single): (If married , Name of Spouse):	
8. Mobile No. : E-mail ID :	
9. Age as on 01.01.2022 :	

10. Address for Communication (in block letters) with pin code : .....

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11. Permanent Address (in block letters) with pin code: .....

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**12. Educational Qualifications :**

Examination passed	School/ Board/ University	Year of Passing	Class/ Div.	% of Marks	Subjects Studied	Any other Information
Class-VIII			N.A.			
M.P. or equivalent						
Highest Degree or Qualification .....						
Specialized Training, if any						

**13. Work experience (If any) :** .....

**14. Knowledge in Computer Operation (If any) :** .....

**15. Additional information, if any :** .....

I ..... hereby declare that the above mentioned statement are true to the best of my knowledge and belief. I accept that in case any of the information given by me is found to be incorrect or in case there is any suppression of fact, my candidature shall liable to be rejected.

Date :

Place :

.....  
(Full signature of the Applicant)

**N.B. :**

**List of Enclosure (Copy to be submitted with this application) :**

- (i) Age Proof Certificate.
- (ii) 1 (One) Set of self-attested copies of all Mark sheets, Certificates & Testimonials.
- (iii) 2 (Two) Sets of filled-up applications in prescribed format.
- (iv) Aadhaar Card/Voter Card.

For office use only

**Receipt**

Receive the Application Form from ..... for the post of Lady Attendant/ Library Clerk vide Sl No. .... She/ He will be called for interview today (i. e. on .....) or on ..... depends upon the progress of the interview process. If not called for interview, she/he should report to the Head of the Institution.

Authorised Signature  
Nathaniyal Murmu Memorial College