Ref. No. : .....747/Misc.   *Date : 19.05.2023*

ADVERTISEMENT NOTICE FOR VARIOUS POSTS OF CITY COLLEGE 2023

Online applications are hereby invited from eligible candidates by City College, Kolkata-9 for recruitment to the under mentioned posts which are purely on Temporary Contractual basis.

Details of the Vacancies

Sl No	Name of the post	Number of the vacancy	Department	Other Details	
1	Computer Operator	01	Cash & Accounts	Qualification	Graduation
				Desirable	>10+2 in Commerce >Word and Excel >Degree/Diploma in Tally >Experience if any
				Mode of work	All kind of computer work
				Pay	Rs. 15,000/- consolidated per month
2	Library Assistant	01	Library	Qualification	B.LIS
				Desirable	>M.LIS >Knowledge of Computer Basics >Library Automation Software/ KOHA >Experience if any
				Mode of work	All kind of work in library
				Pay	Rs. 12,000/- consolidated per month
3	Library Helper	01	Library	Qualification	10+2
				Desirable	>Knowledge of Computer Basics >Experience if any
				Mode of work	All kind of work in library
				Pay	Rs. 10,000/- consolidated per month
4	Lab Assistant	01	Science Departments	Qualification	10+2
				Desirable	> 10+2 in Biological Science > Knowledge of Computer Basics > Experience if any
				Mode of work	> Preparation of materials for class/exam > Help in practical class/ exam > Maintenance of laboratory
				Pay	Rs. 400 per day on 'no work no pay' basis

<u>**PLEASE READ CAREFULLY BEFORE APPLY**</u>

● **Candidates, who applied earlier against the Advertisement Notice of City College dated 13.03.2023 and 04.04.2023 need not to apply again for the same post.**

● The names of vacancies of Data Entry Operator and Library Clerk mentioned in previous Advertisements has been changed respectively as Computer Operator and Library Helper.

● Term of the contract of engagement for the job shall be for 11 (eleven) months form the date of issue of engagement letter. The renewal of contract will be done subject to the satisfaction of job and approval from the college authority.

● All the degrees/diplomas/certificates mentioned in the advertisement and application must have been obtained from Universities/Institutions, duly recognized by competent authority.

● Candidates should have obtained the essential and desirable (if any) qualifications before the date of publication of this advertisement notice.

● All requisite certificates regarding educational qualifications, proof of age, other relevant experience certificates and other requisite documents must be furnished as and when required by the college.

● If you need to upload any such important information, for which no space is available in the online form, has to be uploaded as extra sheet in PDF form (not more than 10 MB).

● Apply for the vacancy through a separate application form link given below in this Advertisement Notice.

● Please contact **9333 545 942/ 91236 81828** for any kind of change of information or editing in submitted online form within 3 (three) days after submission.

● No request of any change would be entertained after the above mentioned period.

● Submission of more than one application for a post by the same candidate is strictly forbidden and such applications are liable to cancellation.

● The prescribed qualifications are the bare minimum and mere possession of the same does not entitle applicants to be called for the interview. Where the number of applications received in response to the advertisement is large and it is not conveniently possible for the College to interview all the applicants, the College may restrict the number of candidates to be called for interview to a reasonable limit on the basis of either higher qualifications/ higher marks/grade obtained in the essential qualifications or experience in relevant field or on the basis of a Screening Test.

● Date of screening/Interview will be informed later by email.

For Online Application

CLICK HERE

Last date & time of online application : 30.05.2023 (Tuesday), 05:59 P.M.

Principal
City College, Kolkata-9