

Advertisement No. 01/2018 dated 09.10.2018

Notification for Recruitment of Non- teaching Posts

Group-C

Mathabhanga College, Mathabhanga , a recognized Government Sponsored College is going to recruit Non-Teaching Staff for the following Group-C posts in terms of Government Order No: 563- Edn (CS)/4E-01/98 dated 22th May2018 and G.O.No.940-Edn (CS)4E-25/2000(Part) Dated 25.08.2017 & G.O.No.170-Edn (CS)4E-25/2010(Part) Dated 15.02.2018.

1. Eligibility: Any Male/Female Citizen of India may apply for Group – C. The applicants are requested to fill up the form online available in the College website.

2. Essential Qualification Required: For Group-C Posts:

i) Academic Qualification: Madhyamik or its equivalent from any school recognized or affiliated by Board/Council or equivalent.

ii) Knowledge in Computer Application: Diploma/Certificates from Govt. registered or reputed organization.

3. Age: Minimum 18 years as on **01.10.2018** Maximum 40 years as on **01.10.2018** 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) as per G.O.No.940-Edn (CS) 4E-25/2000(Part) Dated 25.08.2017.

5. Post, Type, Vacancy & Reservation

<u>Sl.No.</u>	<u>Name of the post</u>	<u>No. of the posts</u>	Category No	<u>Pay Band</u>	<u>Grade pay</u>
1.	L.D. Clerk(Gr.-C)	03 (Three)	UR-2 ,ST-1	Rs.5,400/- 25,200/-	Rs. 2,600/-
2.	Library Clerk (Gr.-C)	01 (One)	UR	Rs.5,400/- 25,200/-	Rs. 2,600/-

6. Question Paper: The question will be done multiple choice questions (MCQ). The question will be set covering with the subjects' Mathematics, English and Mental aptitude.

7. Admit Card: The Admit Cards for written examination for the post of Group-C have to be downloaded after fix up the date of examination and it will be informed through SMS/website.

8. Registration Fees for Application Form: Application fee of Rs.200/- for General / OBC-A/OBC-B / PWD candidates only to be deposited online Payment Mode at application form fill up time (**No Application fee for SC/ST candidates**).

Last date of application form fill up and pay fee online Payment Mode is 31.10.2018.

Last date submission of Application form (Hard copy) is 07.11.2018. Following address, The Teacher-in charge, Mathabhanga College, Mathabhanga, Cooch Behar, Pin -736146.

9. The schedule of Examination & Interview: The date, time and venue of Examination & 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.mtbcollege.ac.in. —————> **Recruitment** —————>
<http://recruitment.mathabhangacollegeadmission.org>

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.

11. 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 WrittenExam-150, Computer application test -50, Interview -20= Total -220. Note: In case, grand total marks obtained by two or more candidates become equal, preference will be given to the candidate who has secured better academic qualification.

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 website/advertisement to avoid rejection of the Application Form.
2. Application fee shall not be refunded under any circumstances.
3. 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.
4. No mark sheet shall be issued to the candidates.
5. If a candidate writes his name or puts any special mark at any place in the Answer sheet, which may disclose in any way the identity of the candidate, he shall render himself liable to be disqualified.
6. No T.A./D.A will be paid to the candidate for appearing at the Examination Centre.
7. Calculator/Mobile Phone/Log Tables will not be allowed inside the Examination Hall.
8. Only blue and black ball point pens to be used to write the examination.
9. 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.
10. 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.
11. 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.
12. For being considered as belonging to SC / ST / OBC-A / OBC-B / PWD categories, only certificates issued by the competent authorities will be treated as valid documents.
13. 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.

14. 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.

15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Selection Committee shall be final.

R.M.Roy

Teacher-in-Charge

Mathabhanga College