



## MURALIDHAR GIRLS' COLLEGE

P-411/14, Gariahat Road, Ballygunge, Kolkata-700029

Website: [www.muralidhargirlscollege.ac.in](http://www.muralidhargirlscollege.ac.in)

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**NAAC Accredited: A**

**Advt. No.: NTS/1/2023-24 Dated: 22-02-2024.**

**(Ref: Advt. in TOI & Ei Samay dated 25.02.24 & 28.02.24 and Economic Times dated 28.02.24)**

### **Vacancy at Muralidhar Girls' College for Temporary Non-Teaching Posts**

Applications are invited in the given format for the following vacancies at Muralidhar Girls' College for Temporary Non-Teaching posts. **Completed applications with supporting documents must be sent by ordinary speed post between 5<sup>th</sup> March 2024 to 15<sup>th</sup> March 2024.**

**Date of Examination will be announced later.**

**Check the website for interview details and further notifications.**

#### **POST: TEMPORARY OFFICE STAFF (2- Two)**

**Min. Qualification:** Commerce Graduate, Proficiency in English & Computer with knowledge in Excel

**Desirable:** M.Com., Minimum 2 years' Experience in College Office Work

**Age:** Not exceeding 35 years as on 01.04.2024.

#### **APPLICATION FORMAT FOR THE POST OF OFFICE STAFF (TEMPORARY) \*\***

1. Name in full (Block Letters):
2. a) Date of Birth:  
b) Age as on 1.4.2024:
3. Category: General / SC / ST / OBC-A / OBC-B
4. Postal Address (in Capital letters):
5. WhatsApp No:
6. Email Id:
7. Aadhaar No.: (Attach Photocopy)
9. Educational /Qualification: Starting from H.S. (10+2) (Attach supporting documents)

**PHOTOGRAPH**

(Passport size  
with full  
signature)

Name of the exam	Name of the Board/ University	Full Marks	Marks Obtained	% of Marks	Division/Grade	Year of Passing
H.S. (10+2)						

10. Professional/ Other Experience: (Mention all details with supporting documents)

#### **Declaration**

I do hereby declare that the above information given by me are true and correct in all respect. If any statement is found false at the time of examination / interview or after any appointment, then my candidature will be liable to be cancelled or my service will be terminated automatically. I further declare that I understand that this appointment is purely temporary and will not claim a permanent position in this college in future. I accept that I will not be entitled to any benefits and will not be eligible for EPF/ESI. I also understand that my service can be terminated by the apex body of the college with one month's notice. If I resign voluntarily from my post, then too I will need to serve a month's notice.

Place:

Date:

Full Signature of the candidate

**\*\*Selection will be on basis of Written Examination and Interview.**

**\*\*Candidates will accept the terms and conditions of the offer letter.**

**\*\*Original certificates must be produced at the time of interview.**