



MURALIDHAR GIRLS' COLLEGE

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

Website: www.muralidhargirlscollege.ac.in

E-mail: muralidhargirls@gmail.com Phone: [033-24641312](tel:033-24641312)

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 18th March 2024 to 25th 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.**