



TAMRALIPTA MAHAVIDYALAYA

[ESTD – 1948]

ABASBARI :: TAMLUK :: PURBA MEDINIPORE

NAAC Accredited 'A' Grade College

DST-FIST recipient College

DBT-Boost recipient College

Vacancy

Advt. No. 01/2022

The Selection Committee of Tamralipta Mahavidyalaya is inviting applications in the prescribed format from the eligible candidate for filling up 3 Non-teaching Group-`C` Posts [(1)Clerk-Unreserved (EC), (2) Clerk-ST, (3) Clerk-SC]. Application in the prescribed format can be submitted to the college office through Registered/Speed Post.

Last date of submission of application: **11.03.2022 up to 4 P.M.**

For detail information visit our college **website: www.tmv.ac.in**.

1. Walk-in-Interview will be held on 10.03.2022 at Tamralipta Mahavidyalaya at 10 a.m. for filling up 4(four) Non-teaching Group-`D` Posts under Reserved Category [(1) One Lab. Attendant in Geography-SC (EC) (2) One Lab. Attendant in Zoology-SC, (3) One Library Peon-SC, and (4) One Peon-SC].
2. Walk-in-Interview will be held on 10.03.2022 at Tamralipta Mahavidyalaya at 10 a.m. for filling up 2 (two) Non-teaching Group-`D` Posts under Un-reserved Category [(1) One Peon-UR, and (2) one Lady Attendant-UR].
3. Walk-in-Interview will be held on 10.03.2022 at Tamralipta Mahavidyalaya at 10 a.m. for filling up 2 (two) Karmabandhu (Part-time) Group-`D` Posts [(1) One Karmabandhu (Part-time)-UR, and (2) one Karmabandhu (Part-time)-UR].

For 2., 3., & 4. interested eligible candidates may appear before the Selection Committee with filled in application in prescribed Format and all relevant documents in support of their candidature.

For detail information visit our college **website: www.tmv.ac.in**.

Principal
Tamralipta Mahavidyalaya
Tamluk, Purba Medinipur



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Information to the Candidates:

1. Scale of Pay:

- i) L.D. Clerk (Group-C Posts): Rs. 22700/-- 58500/-
ii) Lab. Attendant, Peon, Library Peon,
Lady Attendant (Group-D Posts): Rs.17000/--43600/-
iii) Karmabandhu (Part-Time): Remuneration not exceeding Rs.3000/-(Three thousand) per month

2. Vacancy, Post and Reservation:

A. Details of Group-C Posts:

Sl. No.	Name of the Post	Number of Posts	Category	Reservation as Per R.P. of the college
1	L.D. Clerk	1 (One)	Group-C	Unreserved, (EC)
2	L.D. Clerk	1 (One)	Group-C	Reserved, ST
3	L.D. Clerk	1 (One)	Group-C	Reserved, SC

B. Details of Group-D Posts (Reserved Category):

Sl. No.	Post	Number of Posts	Category	Reservation as Per R.P. of the college
1	Laboratory Attendant in Geography	1 (One)	Group-D	Reserved, SC (EC)
2	Laboratory Attendant in Zoology	1 (One)	Group-D	Reserved, SC
3	Peon	1 (One)	Group-D	Reserved, SC
4	Library Peon	1 (One)	Group-D	Reserved, SC

C. Details of Group-D Posts (Un-Reserved Category):

Sl. No.	Post	Number of Posts	Category	Reservation as Per R.P. of the college
5	Peon	1 (One)	Group-D	Unreserved
6	Lady Attendant	1 (One)	Group-D	Unreserved,

D. Karmabandhu (Part-time) Group-D Post:

Sl. No.	Post	Number of Posts	Category	Reservation as Per R.P. of the college
1	Karmabandhu	1 (One)	Group-D	Unreserved (Part-time)
2	Karmabandhu	1 (One)	Group-D	Unreserved (Part-time)

3. **Eligibility criteria of the applicants:** Any citizen of India may apply.

4. Academic Qualifications for Group – C Post:

- a) Madhyamik Pariksha or equivalent Exam. Passed from any Institution/Board recognized by the State Government or the Central Government.
b) Candidates having knowledge in computer operation in MS Office will get additional five marks as compared to other candidates provided that the candidate is within the prescribed age limit.

- 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 is within the prescribed age limit.

5. Academic Qualifications for Group – D Post and Karmabandhu (Part-time) Post:

- a) Minimum Class VIII Passed from any school recognized or affiliated to any Board/Council or equivalent.
- b) Candidates having knowledge in computer operation in MS Office will get additional five marks as compared to other candidates provided that the candidate is within the prescribed age limit.
- 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 is within the prescribed age limit.

6. Age Limit: For Group-C and Group-D and Karmabandhu (Part-time) Posts.

- a) Minimum 18 years as on 01.01.2022 and Maximum 40 years as on 01.01.2022.
- b) Upper Age Limit is relax-able by 5 years for SC/ST/Ex-Serviceman
- c) Upper Age Limit is relax-able by 3 years for OBC.
- d) Upper Age Limit is relax-able by 5 years for persons with Disabilities having physical disability of 40% and above.

7. Detailed Schedule of Interview for Group-D Post and Karmabandhu (Part-time) Post:

Sl. No.	Post	Number of Posts	Date of Walk-in Interview (10:00 AM)	Category
1	Laboratory Attendant in Geography	1 (One)	10.03.22 (Thursday)	Reserved, SC (EC)
2	Laboratory Attendant in Zoology	1 (One)	10.03.22 (Thursday)	Reserved, SC
3	Library Peon	1 (One)	10.03.22 (Thursday)	Reserved, SC
4	Peon	1 (One)	10.03.22 (Thursday)	Reserved SC
5	Peon	1 (One)	10.03.22 (Thursday)	Unreserved
6	Lady Attendant	1 (One)	10.03.22 (Thursday)	Unreserved,
7	Karmabandhu	1 (One)	10.03.22 (Thursday)	Unreserved, Part-time
8.	Karmabandhu	1 (One)	10.03.22 (Thursday)	Unreserved, Part-time

Note:

- Candidates who will report within 9:30 a.m. to 11.30 am as per the above-mentioned schedule will only be considered.
- Time of Submission of application on prescribed format in original and photocopies of testimonials in the college office: 10 a.m. to 12.00 Noon on 10.03.2022.
- 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.
- No applicant will be allowed to report after 11:30 am.
- 'Details of the candidate on a prescribed Format' are available at our website; www.tmv.ac.in.
- 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.

i. For Group-C Post:

- a) Candidate shall have to appear at the Written Test for 150 Marks comprising of Mathematics, English and Mental Aptitude.

- b) Candidate will have to appear at the Computer Application Test for 50 Marks.
- c) Interview will be conducted for each candidate for 20 Marks. Interview will be conducted for each candidate on 20 Marks for Group D and Karmabandhu Post.
- d) 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.
- e) Candidates 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.

ii. For Group-D Post and Karmabandhu (Part-time) Post:

- a) Interview will be conducted for each candidate on 20 Marks for Group D and Karmabandhu (Part-time) Post.
- b) 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.
- c) Candidates 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.

10. General instructions to the candidates:

- a) No application except in prescribed Application Form will be considered. **Separate Application Form to be filled up for each Post.**
- b) General category applicants have to pay an amount of Rs.150/- and Reserved Category applicants have to pay an amount of Rs.50 for each post in cash as Application Processing fees at the time of reporting.
- c) Incomplete application will not be entertained.
- d) No TA/DA shall be paid to the candidates for attending the interview.
- e) 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.
- f) 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.
- g) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Selection Committee shall be final.
- h) In case of any disputes, any suites or legal proceedings against the college, the jurisdiction shall be restricted to the Calcutta High Court.
- i) For being considered as belonging to SC/ST/OBC-A/PWD/Ex-serviceman categories, only certificates issued by the competent authorities will be treated as valid documents.
- j) 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.
- k) No Telephonic queries will be entertained in this regard.
- l) No Canvassing or recommendation in any form will be entertained in this regard.
- m) In case of any exigencies, the schedule of Walk-in-Interview may be changed.

Dr. Abdul Motin
Principal,
Tamralipta Mahavidyalaya

APPLICATION FORM FOR THE POST OF GROUP-C
(Separate Application Form to be filled up for each Post)
Application Format
(to be submitted in own hand writing in black/blue ink)

To
The Principal,
Tamralipta Mahavidyalaya,
Abasbari, Tamluk,
Purba Medinipur, W.B.
PIN – 721636,

Sir,
In response to your Advertisement in dated I hereby apply
for the post of Category

Yours faithfully,

Date:

Place:

(Signature of the Applicant)

BIO-DATA

1. Name of the Applicant (In Block Letter):	
2. Father's Name:	
3. Gender (M/F/Other)	
4. Nationality:	
5. Category (SC/ST/OBC-A/OBC-B/GEN/EC):	
6. Mobile No.:	
7. E-mail:	
8. Communication Address (In Block Letter):	
9. Permanent Address (In Block Letter):	
10. Date of Birth (DD/MM/YYYY):	
11. Age on 01.01.2022:	
12. Academic Qualification:	
13. Knowledge in Computer Operation (If any)	
14. Work Experience (If any):	

I _____ hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

Date:

Place

(Signature of the Applicant)

.....
List of Enclosures (Copy to be submitted with this application):

1. Age Proof Certificate
2. Voter Card/Aadhar Card
3. Caste Certificate from competent authority
4. Pass Certificate (if any)
5. Working Experience Certificate (if any)

For office use only

Receipt

(Separate Receipt to be filled up by the candidate for each Post)

Received the Application Form

from. Sri/Smt..... for the post
of

Authorized Signatory

Tamralipta Mahavidyalaya

APPLICATION FORM FOR THE POST OF GROUP-D
(Separate Application Form to be filled up for each Post)

Application Format

(to be submitted in own hand writing in black/blue ink)

To
The Principal,
Tamralipta Mahavidyalaya,
Abasbari, Tamluk,
Purba Medinipur, W.B.
PIN – 721636,

Sir,
In response to your Advertisement in dated I hereby apply
for the post of Category

Yours faithfully,

Date:
Place:

(Signature of the Applicant)

BIO-DATA

1. Name of the Applicant (In Block Letter):	
2. Father's Name:	
3. Gender (M/F/Other)	
4. Nationality:	
5. Category (SC/ST/OBC-A/OBC-B/GEN/EC):	
6. Mobile No.:	
7. E-mail:	
8. Communication Address (In Block Letter):	
9. Permanent Address (In Block Letter):	
10. Date of Birth (DD/MM/YYYY):	
11. Age on 01.01.2022:	
12. Academic Qualification:	
13. Knowledge in Computer Operation (If any)	
14. Work Experience (If any):	

I _____ hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

Date:

Place

(Signature of the Applicant)

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(Separate Receipt to be filled up by the candidate for each Post)

Received the Application Form

from. Sri/Smt..... for the post
of

Authorized Signatory

Tamralipta Mahavidyalaya