



OFFICE THE PRINCIPAL SRIKISHAN SARDA COLLEGE

(Affiliated to Assam University)

ESTD - 1950

P.O. HAILAKANDI, DIST. - HAILAKANDI, PIN - 788151 (ASSAM)
Email - sscollege@sscollegehkd.ac.in Fax No. (03844) 222409.



No. SS/Advt/G-III/2023/257

Date: 06-11-2023

Advertisement for the post of Grade III

In pursuance of Director of Higher Education's (DHE) Letter No. ECF.380717 dated 30-10-2023 applications are invited along with complete Bio-data and self-attested copies of all the testimonials from HSLC onwards from the eligible candidates for direct recruitment of the vacant Sanctioned Post of **Grade - III (Junior Assistant & Library Assistant)** in standard form.

PARTICULARS OF THE POST:

Sl. No.	Name of the Post	Category Reserved for					Roster Point
		UR	SC	OBC / MOBC	ST (P)	ST (H)	
1	Junior Assistant (Grade-III)	02	--	--	--	--	07, 09
2.	Library Assistant (Grade-III)	--	01	--	--	--	08

A. Eligibility Criteria:

1. Educational Qualification : As per Govt. of Assam OM No. DHE/CE/Misc/341/2016/49 dated 09-02-2017 candidate must be Graduate in Arts/Science/Commerce from a Govt. recognized university/institute with a diploma/certificate course in computer operation of minimum 3 months duration. The candidate should have the knowledge in Bengali and English typing in MS Word and Simple excel.

The candidate must submit PRC or any other authentic proof of domicile of Assam.

The candidate must have proficiency in local language.

B. Age of candidate : As per Govt. of Assam, Department of Personnel OM No. ABP.6/2016/51, dated 02-09-2020 age of the candidate should not be more than 40 years on 01.01.2023 with relaxation of 3 years for OBC/MOBC.

C. How to apply:

1. Eligible candidate may download the Standard Application Form from the College website www.sscollegehkd.ac.in and submit the filled in application along with self-attested photocopies of academic credentials, relevant documents from HSLC onwards to "THE PRINCIPAL, S.S. COLLEGE, HAILAKANDI, ASSAM, PIN 788151". Beside the aforesaid documents submission of self-attested photocopy of Caste Certificate, if any, is mandatory, otherwise the application is liable to be summarily rejected.



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2. Application should be accompanied by an A/c Payee Demand Draft of Rs. 500/- (Five Hundred) only as non-refundable application fee drawn in favour of PRINCIPAL, S.S. COLLEGE payable at STATE BANK OF INDIA, HAILAKANDI BRANCH (IFSC Code: SBIN00000087 & Branch Code: 000087) and can pay the fees through NEFT to the college A/C No. 11004226569 A/C Name- M/ SRIKISHAN SARDA COLLEGE, Bank & Branch - SBI, Hailakandi Branch IFSC Code: SBIN00000087.
3. Candidate serving elsewhere should forward their application only through proper channel with an NOC from Appointing Authority/Employer.
4. Filled-up Application must reach the undersigned within 15 (fifteen) days from the date of publication of this advertisement.

D. Date of Interview:

The date of interview and other formalities will be communicated to shortlisted candidates on due course of time

E. Important Note:

No TA/DA will be provided to the candidates appearing in the interview. Incomplete/defective applications will be rejected and no call letter will be issued to such candidates.


(Hilal Uddin Laskar)

Principal i/c
S.S. College, Hailakandi

Principal-in-charge
S.S. College, Hailakandi

08/11/22

STANDARD FORM OF APPLICATION

PHOTO

To,
 The
 Name of the Post
 Department/Office

1. Name in Full (Block letter) :
2. Present Address : Vill/Town.....
3. Permanent Address : Vill/Town.....
4. Father's Name & Address :
5. Place of birth including Police Station and District & P.O :
6. Are you a citizen of india and if so how? (Copy of citizenship certificate should be enclosed where necessary) :
7. Educational qualification and also the name and full address :
8. Other Qualifications :
9. Community :
- (a) State your religion :
- (b) Are you a member of Schedule Caste/Schedule Tribe :
- (Answer 'Yes' or 'No') If 'Yes' give particulars supported by a certificate copy of which should be enclosed.
10. Age on the 1st January 20... (According to H.S.L.C certificate copy of which should be enclosed) :
11. Present occupation (if any) :
12. Previous appointment held (if any) :
13. Are you a temporary or retrenched personal of Temporary Departmental of the Govt. of Assam (Answer 'Yes' or 'No') State particulars :
14. Are you trained in or a member of the National Cade Crops of Territorial Army or trained Home Guards and Civil Defence Volunteers, if so give particulars. :
15. Employment Registration No. :
16. Whether there is any Govt./Semi Govt. Employees in your family if any, Particulars of such family member like relationship, name of the job, pay drawn, place of posting, permanent /Temporary etc. should be furnished. :
17. Family's income certificate from the Gaon Panchayat /DC/SDO/Circle Officer to be furnished :
18. Examination Centre :

I am a candidate for the post and the stated above are true to the best of my knowledge and behalf. In case of any false statement, I am liable to any action the Government deem fit and proper.

A treasury challan of Rs is attached herewith.

19. To be filled in by Candidate
 Date:
 Place:

Signature of Candidate