



# BELDA COLLEGE

(Affiliated to Vidyasagar University)

**Reaccredited & Graded B by NAAC**

Memo No.: B.C./1626/16

Date : 24/05/2016

**From:**

*The Office of Principal*

## Job Vacancy at Belda College

Applications with Bio-data are invited from eligible candidates for the following Posts on Substantive basis within 21.06.2016 in a sealed envelope indicating Post with Category on top along with self addressed Rs. 25/- stamped envelope or above if required.

Essential Qualifications for Gr. D & Gr. C : Class VIII & Class X respectively.

Desirable Qualification : Multitasking ability & Computer Literacy for Gr. D & Gr. C respectively.

Age : as per Govt. Rule as on 01/01/2016.

Group D: a) 2 Peons : 1) Unreserved 2) Unreserved (E.C.)

b) 6 Lab. Attendants: 1) O B C Category-B, 2) Unreserved (E.C.), 3) Scheduled Caste,  
4) Unreserved (P W D), 5) O B C Category-A(E.C.) & 6) Unreserved.

Group C: 2 Clerks : 1) Unreserved (E.C.) & 2) Scheduled Tribe.

For details visit: [www.beldacollege.org.in](http://www.beldacollege.org.in)

Principal,  
Belda College.  
P.O.-Belda, Dist.-Paschim Medinipur,  
PIN-721424, (Ph.-03229255246)

**Please Note:** (i) Testimonials attachment not necessary during application.

(ii) Testimonials original / attested Xerox required during interview.

(iii) Top of the application envelope must be marked with Post applied for with category.

(iv) Application envelope must include Self-addressed stamped envelope with Postage Rs. 25/- (within West Bengal) or above (outside West Bengal) as required.

(v) Scale of Pay : (a) Group C Category :Rs. 5400 – 25200/- with AGP Rs. 2600/- as per Govt. Rules.

(b) Group D Category: Rs. 4900 – 16200/- with AGP Rs. 1700/- as per Govt. Rules.

(vi) Date written Examination/Interview Category wise will be intimated in the website: [beldacollege.org.in](http://beldacollege.org.in) or by post.

(vii) Applicants must submit application with Bio-date. The format of application & Bio-data is attached below. Candidates may use the following application & Bio-date format.

**APPLICATION FROMAT**

To  
The Principal,  
Belda College,  
At + P.O. :Belda,  
Dist.-Paschim Medinipur,  
Pin-721424, (West Bengal)

Sub : Application for the post of ..... Category .....

Sir,

In response to your advertisement in Anandabazar Patrika/Bartaman/Notification at College Notice Board/Others, dated 27/05/2016, I offer myself as a candidate for the post of ..... Category.....

My Bio-data is attached for your kind perusal.

Please do the needful & oblige.

Yours faithfully,

**BIODATA**

1. Name (in block letters) :
2. Father's / Guardian's name :
3. Present Residential and Postal communication Address :
4. Permanent Address :
5. Telephone / Mobile No. (Must) :
6. Date of Birth :
7. Age on 1.1.2016 :
8. Post Applied for : Clerks / Lab Attendant / Peon (Strike out which is not applicable)
9. Caste Category : (i) Unreserved (ii) Unreserved (E.C.)  
(strike out which is not applicable) (iii) Unreserved (P W D) (iv) Scheduled Caste  
(v) Scheduled Tribe (vi) O B C – A (E.C.)  
(vii) O B C – B
10. Sex : (i) Male (ii) Female (iii) Transgender
11. Marital Status : Married / Unmarried
12. Educational Qualifications

Exams. Passed	School/ Board/ Council / University	Year	Subjects	Division	Class
Class VIII					
S.F. or Equivalent					
H.S. or Equivalent					
Bachelor's Degree					
Other Diploma / Certificate					

13. Present Occupation :
14. Multi Skill ability/Computer Literacy (If any) :

Date :

-----  
Signature