



# DASARATHI HAZRA MEMORIAL COLLEGE

BHATAR \* PURBA BARDHAMAN \* 713125 \* WEST BENGAL

E-mail id – [bhatarcollege@gmail.com](mailto:bhatarcollege@gmail.com)

Web Site: - [www.bhatardhmc.in](http://www.bhatardhmc.in)

Ref. No. [DHMC/30/2021](#)

Date: [07.02.2021](#)

Advertisement No. [01/2021](#)

Date: [07.02.2021](#)

Applications are invited from Indian Citizens in the prescribed format to be downloaded from the college website: [www.bhatardhmc.in](http://www.bhatardhmc.in) for the recruitment to the non-teaching posts as follows.

Sl. No.	Name of the Post	Category	No. of Post	Pay-Band (Pre-ROPA 2019)	Grade-Pay (Pre-ROPA 2019)	Qualification
1.	Accountant Gr. C	UR	01 (One)	Rs. 7,100- 37,600/-	Rs. 3,600/-	The candidate shall be able to read & write Bengali and passed Graduation from a recognized University by the Government. Candidates should have knowledge in Computer application. Preference shall be given to those who have been engaged on contractual or temporary mode in the concerned college for a period of more than two years.
2.	Clerk (LD) Gr. C	UR	01 (One)	Rs. 5,400 25,200/-	Rs. 2,600/-	The candidate shall be able to read & write Bengali and passed Madhyamik or equivalent from a recognized Board/Council by the Government. Candidates should have knowledge in Computer application. Preference shall be given to those who have been engaged on contractual or temporary mode in the concerned college for a period of more than two years.
3.	Peon Gr. D	UR	01 (One)	Rs. 4,900- 16,200/-	Rs.1,700/-	The candidate shall be able to read and write Bengali and passed Class VIII from a School/Institution recognized by the Government. Knowledge of working with MS-OFFICE is desirable. Preference will be given to those who have been engaged on contractual or temporary mode in the concerned college for a period of more than two years.

Contd.....P/2

4.	Guard Gr. D	UR	01 (One)	Rs. 4,900- 16,200/-	Rs.1,700/-	The candidate shall be able to read and write Bengali and passed Class VIII from a School/Institution recognized by the Government. Knowledge of working with MS-OFFICE is desirable. Preference will be given to those who have been engaged on contractual or temporary mode in the concerned college for a period of more than two years.
5.	Karmabandhu (on part-time basis)	UR	01 (One)	Remuneration not exceeding Rs. 3000/- per month to be paid out of contingency.		The candidate shall be able to read & write Bengali and passed Class VIII from a School/Institution recognized by the Government.

Terms & Conditions for selection of the posts mentioned above:

1. A non-refundable Demand Draft on any nationalized bank, of **Rs.200/-**(Two Hundred only) for the post of Accountant, Clerk (LD) each and **Rs.100/-**(One Hundred only) for Peon, Guard & Karmabandhu each in favour of **Dasarathi Hazra Memorial College** payable at **Bhatar** must be enclosed with the application form. Separate fees should be paid to apply for more than one post. Application form without Demand Draft of requisite fees will be cancelled.
2. No TA/DA is admissible for appearing at the Selection Test/Interview.
3. Maximum age limit: as per the present rule of the Government of West Bengal.
4. Envelop containing the application should be superscribed with "Application for the post of ....."
5. Application form for the post Group-C- Accountant & Clerk (LD) - will not be received in the college office by hand. Complete application in every respect in the prescribed form along with two sets of self-attested photocopies of age proof certificate, testimonials of all educational qualifications and other relevant documents as required in support of their candidature must reach the office of the Principal by 24.02.2021 by 5:00 p.m. (latest) through **Registered Post/Speed Post** only. Before the interview all the **Original Certificates** must be produced by the candidate.
6. Application received after due date and time will be rejected summarily. Incomplete applications shall also be treated as cancelled and the college authority shall not be liable to explain any reason in the matter.
7. Application should be addressed "**To The Principal, Dasarathi Hazra Memorial College, P.O. Bhatar, Dist. Purba Bardhaman, PIN – 713125, W.B. India**".

8. Selection Procedure: Selection of the candidates for the post of Group-C (Accountant & Clerk) will be made on the basis of Written Test, Computer Test and Interview and that of Group D (Peon, Guard) & Karmabandhu will be made on the basis of Walk-in-Interview.
9. In case of Walk-in-Interview for the post of Group-D & Karmabandhu candidates must produce all original testimonials, original experience certificates along with two sets of self-attested photocopies of said documents and filled up application form at the reporting time of the scheduled date of interview. Candidates failing to produce original documents before the interview will not be entertained. Applications for the posts of Group-D & Karmabandhu do not require to be sent beforehand to the college address.
10. For all sorts of information regarding selection of non-teaching staff of Dasarathi Hazra Memorial College candidates are advised to follow our Website regularly:  
[www.bhatardhmc.in](http://www.bhatardhmc.in)

11. Written Test & Interview Schedule for Group-C:


Sl. No.	Name of the Post	Date and Marks of Written Test & Interview	Date, Time & Venue of Examination
01.	Accountant 01 – UR  Clerk (LD) 01 – UR	Written Test: <b>MCQ Pattern</b> 150 marks (comprising Mathematics, English and Mental Aptitude) <b>Computer Application Test:</b> 50 marks <b>Interview :</b> 20 marks Date and time to be intimated later on through SMS and/or e-mail.	<b>Date, Time &amp; Venue of the written test and interview will be declared later on.</b>

12. Walk-in-Interview Schedule for Group-D:

Sl. No.	Name of the Post	Category	Date of Walk-in-Interview	Reporting time	Venue of Interview
01.	Peon – 01	UR	27.02.2021	10:00 a.m. to 11:30 a.m.	<b>Office of the SDO Sadar (North), Court Compound , Burdwan, Purba Bardhaman.</b>
02.	Guard – 01	UR	28.02.2021	10:00 a.m. to 11:30 a.m.	
03.	Karmabandhu (on part-time basis) – 01	UR	27.02.2021	12.00 noon to 1:30 p.m.	

N.B.

1. After expiry of Reporting time no application shall be entertained.
2. Admit Cards for Gr. C posts will be sent through e-mail.
3. Contact No: 8167305526 (11:30 a.m. to 01:30 p.m. on working days).

  
Principal 07.02.2021

Dasarathi Hazra Memorial College



Principal  
Dasarathi Hazra Memorial College  
Bhatar, Purba Bardhaman



# DASARATHI HAZRA MEMORIAL COLLEGE

BHATAR \* PURBA BARDHAMAN \* 713125 \* WEST BENGAL

E-mail id – [bhatarcollege@gmail.com](mailto:bhatarcollege@gmail.com)

Web Site: - [www.bhatardhmc.in](http://www.bhatardhmc.in)

To  
**The Principal,**  
Dasarathi Hazra Memorial College,  
Bhatar, Purba Bardhaman,  
Pin : 713125

Photo

1. Name of the Applicant (in block letters): .....
2. Mother's Name: .....
3. Name of the Father/Husband /Guardian: .....
4. Date of Birth: ..... 5. Age as on (01.01.2021): .....
6. Marital Status: ..... 7. Gender: .....
8. Nationality: .....
9. Address with PIN Code: .....
- .....
- .....
10. E-mail id: .....
11. Mobile No.: .....
12. Language Known: (Please Tick)

Language	Speak	Read	Write
Bengali			
English			
Hindi			
Santali			
Nepali			
Urdu			

Contd.....P/2

13. Educational Qualifications: (attach separate sheet, if required)

Name of the Examination passed	Name of the Institution	Name of the Board/Council/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks	Remarks

13. Computer Knowledge (if any):

14. Working Experience (a period of more than two years of uninterrupted service, if any):

.....

I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfil these conditions. The details mentioned in the application are true and I shall furnish the necessary **Certificates/Testimonials** whenever required. If any information/ details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my service may be terminated.

Date: .....

.....

Full signature of the applicant

Place: .....

**Self-attested documents which should be enclosed along with the application form:**

1. Proof of age, 2. Proof of academic qualifications, 3. Proof of computer knowledge, 4. 02 (two) passport size self-attested photographs, 5. Proof of working experience, 6. Proof of Residential certificate (Aadhaar Card/Voter ID, Passport/Driving Licence)