Memo No: 570   **Dated: 23.10.2019**

<u>**Notification**</u>

Applications are invited in the prescribed format from intending applicants for the following post on temporary and contractual basis for Cooch Behar Government Engineering College, Cooch Behar.

Name of the Post	No. of Post	Eligibility Criteria	Professional Fees(Per month)
Data Entry Operator (Maximum age 40 years)	08 (Eight).	Graduation with certificate in Computer Application (Minimum Six months duration). Experience in the job of Data entry operator/Assistants in Govt. Offices & Colleges will be preferred.	Rs.13,000/- (Consolidated)

Terms and Conditions:

1. The engagement will be purely temporary and contractual basis for one year.
2. Renewal of the engagement may be done later on the basis of the procedure mentioned in Government order viz. no 5859-F(Y) dated 22.07.2013.
3. A format of the **Application form** is enclosed.
4. The last date of receiving of filled in Application form along with self-attested photocopies of necessary testimonials (Proof of date of birth, residential address, educational qualifications, experience certificates from employer, cast certificates from appropriate authority (if any)), is 07/11/2019 up to 5 p.m. Applications (In sealed envelope) can be sent via post or can be dropped in the earmarked box available in the Principal's office. Applications received after 07/11/2019, 5 p. m will not be considered.
5. After screening of the applications, eligible candidates would be communicated regarding interview date, time and venue through email and mobile massage only. Candidates are requested to mention valid and active mail id and phone number in the **Application form**. No other means of communication will be made. The eligible candidates list for interview will also be displayed in college website.
6. Interview will be taken by a selection committee whose decision shall be final and binding on the candidates appearing in the interview for the above mentioned post.
7. At time of interview all eligible candidates shall bring with them all the originals and photocopies of testimonials regarding date of birth, residential address, educational qualifications, experience certificates cast certificates (if any), AADHAAR/Voter ID and two copies of recent colour passport size photographs.
8. The selection committee reserves the right to cancel/postpone the interview programme without citing any reason.

<u>**Principal**</u>