



OFFICE OF THE PRINCIPAL
SARADA CHARAN DEY COLLEGE
 (Affiliated to Assam University & NAAC Accredited)
 Vill & P.O. Kalinagar, Dist.: Hailakandi, Assam-788801
 ESTD.:1992

E-mail.-scdeycollege@gmail.com

Website:- scdck.ac.in

E-mail.-scdeyhelpdesk@gmail.com

Ref. No.- SCDC/Advt./G-III & IV/2024/1239

Date: 20-12-2024

Advertisement for the post of Grade III & IV

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) & Grade-IV** 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)	01	--	--	--	--	04
2	Grade-IV	--	--	01	--	--	06

A. Eligibility Criteria: (Junior Assistant)

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.

B. Eligibility Criteria: (Grade-IV)

Education Qualification: As per Govt. of Assam General Administration (B) Department Notification No. GAG(B) 199/2008/5, dated 30-01-2009.

i. Grade-IV: Candidate must be Class VIII passed.

C. 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 01.01.2024 with relaxation of 3 years for OBC/MOBC, 5 years for ST&SC, 10 years for PWD and 2 years for Ex-Servicemen.

The candidate must submit Permanent Resident Certificate (PRC) of Assam. The candidate must have proficiency in local language.

D. How to apply:

1. Eligible candidate may download the Standard Application Form from the College website www.scdck.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.C. DEY COLLEGE, KALINAGAR, HAILAKANDI, ASSAM, PIN 788801". 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.

Cont.-2



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2. Application should be accompanied by an A/c Payee Demand Draft of Rs. 500/- (Five Hundred) only for Junior Assistant and Rs. -300/- (Three hundred) only for Grade-IV as non-refundable application fee drawn in favour of PRINCIPAL, S.C. DEY. COLLEGE payable at STATE BANK OF INDIA and can pay the fees through NEFT to the college A/C No. 7331010000326 A/C Name- SUBSIDEARY FUND SARADA CHARAN DEY COLLEGE, Bank & Branch – ASSAM GRAMIN VIKASH BANK, KATAKHAL Branch IFSC Code: PUNBORRBAGB.

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.

Copy to:-

1. Director of Higher Education , Assam, Kahilipara, Guwahati-19.
2. Editor, Dainik Jugasankha & Eastern Chronicle, Karatigram, Rongpur, Silchar, with request to publish the advertisement in your local daily covering minimum space and also to submit your bill with a special concussion for this Educational Institution.
3. Editor, Dainik, Samayik Prasanga, Malugram, Ghaniaala, Silchar, with request to publish the advertisement in your local daily covering minimum space and also to submit your bill with a special concussion for this Educational Institution.
4. College Website.
5. Notice Board.
6. Office File.


 20-12-024
 (Shampa Deb Kanungo)
 Principal i/c
 S.C. Dey College, Kalinagar,
 Hailakandi
 Sarada Charan Dey College
 P O Kalinagar, Dist. Hailakandi
 Pin - 788801