



OFFICE OF THE PRINCIPAL

S. K. ROY COLLEGE

Katlicherra – 788161, Dist: Hailakandi, Assam

Affiliated to Assam University, Silchar

Registered under Section 2 (f) & 12 B of the UGC Registration Act, 1956

ISO: 9001: 2015 Phone: 03844-285491, Email: principalskrc1994@gmail.com

No.SKRC-20/ADV/2024/668

Date:30-07-2024

Advertisement for the post of Grade III & Grade 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 the eligible candidates for direct recruitment of the vacant Sanctioned Post of **Grade – III & IV (Assistant Librarian, 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	Assistant Librarian(Grade-III)	01	--	--	--	--	Single Post
2.	Junior Assistant (Grade-III)	01	--	--	--	--	Single Post
3	Grade-IV	01	--	--	--	--	04

A. Eligibility Criteria: (Assistant Librarian, Junior Assistant)

Educational Qualification : As per Govt. of Assam OM No. DHE/CE/Misc/341/2016/49 dated 09-02-2017

i. **Assistant Librarian:** Graduate in Arts/Science/Commerce from a Govt. recognized university/institute with B. Lib. with Diploma in computer Course of minimum 3 months duration. The candidate should have the knowledge in Bengali and English typing in MS Word and Simple excel.

ii. **Junior Assistant:** 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)

Educational 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.



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D. How to apply:

1. The candidate must have **Permanent Residence Certificate (PRC)** and should have proficiency in local language.
2. Eligible candidate may download the Standard Application Form from the College website <http://skroycollege.in/> and submit the filled in application along with self-attested photocopies of academic credentials, relevant documents to **“THE PRINCIPAL, S. K. Roy COLLEGE, KATLICHERRA, DISTRICT: HAILAKANDI, ASSAM, PIN 788161”**. 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.
3. Application should be accompanied by an A/c Payee Demand Draft of Rs. 500/- (Five Hundred) for Assistant Librarian & Junior Assistant and Rs. 300/- (Three Hundred) for Grade-IV & only as non-refundable application fee drawn in favour of PRINCIPAL, S. K. Roy COLLEGE payable at STATE BANK OF INDIA, KATLICHERRA BRANCH (IFSC Code: SBIN0017218 & Branch Code: 017218) and can pay the fees through NEFT to the college A/C No. 35597022945 A/C Name- S. K. ROY COLLEGE, KATLICHERRA, Bank & Branch – SBI, KATLICHERRA, Branch IFSC Code: SBIN0017218.
4. Candidate serving elsewhere should forward their application only through proper channel with an NOC from Appointing Authority/Employer.
5. Filled-up Application must reach the undersigned within **15 (fifteen)** days from the date of publication of this advertisement.

E. Date of Interview:

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

F. 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.

NB:

All the applicants must submit proper Email Id & WhatsApp No. for further communication.


(K. Rajen Singha)

Principal i/c

S.K. Roy College, Katlicherra

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Katlicherra, PIN- 788161

30-07-2024