



# HIRALAL BHAKAT COLLEGE

NALHATI, BIRBHUM, WEST BENGAL, PIN 731220 Estd. 1986  
(Affiliated to the University of Burdwan and Re-accredited by NAAC)  
Phone: 03465255254 Email: [hbccollege@gmail.com](mailto:hbccollege@gmail.com) Website: [www.hbcnht.in](http://www.hbcnht.in)

Advertisement Number : 01/GR- C & D/2019

Date : 05/01/2019

## Advertisement for Non- Teaching post

Application in the prescribed format are invited from Indian Citizens for recruitment to the following under mentioned Non – Teaching posts (Clerk and Group - D) in Hiralal Bhakat College, Nalhati , Birbhum , West Bengal .

The application should reach the office of the Principal from 05/01/2019 – 16/01/2019.

Sl. No.	Name of the Post	Category	No. Of Posts
<b>A. Clerk</b>			
1.	Clerk (L.D.)	Unreserved	01(one)
<b>B. Group- D</b>			
1.	Laboratory Attendant (Physical Education)	Unreserved	01(one)
2.	Peon	UR-EC(Exempted Category)	01(one)
3.	Guard	UR-EC(Exempted Category)	01(one)

Minimum Qualification :

Clerk : Madhyamik Passed and Basic Knowledge of Computer Application is desirable.

Group – D : Class VIII Passed .

Age Limit : As per the Government Norms.

Salary : Clerk : Pay Band + Grade Pay (Rs.5400/--Rs.25200/-) + Rs. 2,600/-

Group –D : Pay Band + Grade Pay (Rs.4900/--Rs.16200/-) +Rs. 1700 /-

The application in the prescribed format along with Bio-Data and attested copies of all necessary testimonials, one self addressed envelope and a demand draft of Rs. 100/-(One Hundred) for the post of Clerk and Group D (Draft to be drawn in favour of Teacher-In-Charge, Hiralal Bhakat College, Nalhati, Birbhum payable at SBI, Nalhati) should be sent to the Teacher-In-Charge, Hiralal Bhakat College, Nalhati, Birbhum, Pin-731220, West Bengal within the working hours of 05/01/2019 to 16/01/2019 .

Application should be sent by Speed Post only . Application and Bio- Data proforma is available from the College Notice Board and College Website [www.hbcnht.in](http://www.hbcnht.in)

Post Applied for with Category should be clearly mentioned on the top of the envelope carrying the Candidate's Application .

Date : 05.01.2019  
Nalhati, Birbhum



  
Teacher-In-Charge  
Hiralal Bhakat College  
Nalhati, Birbhum

*Teacher-in-Charge*  
Hiralal Bhakat College  
Nalhati, Birbhum

Advertisement No.....

<p>One recent passport size photograph duly signed by the candidate to be pasted here</p>
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To

The Teacher-In-Charge

Hiralal Bhakat College

Nalhati , Birbhum

Sir

With reference to your Advt. Published in the ..... I, came to know that you are inviting application for recruitment to the Non- Teaching posts. I therefore would like to offer myself as a candidate for the following post.

Particulars to be filled in bold capital letters.

1.	Post Applied For	
2.	Category	

### BIO-DATA

3. Name of the Applicant :
4. Father's /Husband's Name :
5. Date of Birth :
6. Age as on 01.01.2019 :
7. Gender :
8. Nationality :
9. Religion :
10. Permanent Address :
11. Address for communication :
12. Contact Number :

### 13. Educational Qualification

Sl. No.	Name of the Examination	School/ Board	Year of passing	Division / Grade	Full marks (Total)	Marks Obtained (Total)	% of total Marks obtained
1.							
2.							
3.							
4.							

14. Knowledge of Basic Computer Application :

15. Experience (if any) :

16. Bank Draft Details

Amount :

Bank Draft Number and Date :

Payable at :

17. Copies of testimonials enclosed

a.

b.

c.

d.

e.

f.

### Declaration

I, ....., do hereby declare that all the information given in this application form are true to the very best of my knowledge and belief .

Place :

Date :

Full Signature of the Candidate