



BARUIPUR COLLEGE

7/08/2016

RECRUITMENT NOTICE

Applications are invited for the post of one Accountant (purely temporary basis) and one Office Clerk (purely temporary basis) for Baruipur College, within 17th August 2016 (within 5 PM). The advertisements have been published in *Sambad Pratidin* dated 7/08/2016 (Sunday) and *The Telegraph* dated 9/08/2016 (Tuesday). The eligibility criteria of the applicants are mentioned below.

Accountant– 1 POST (purely temporary basis)

- ❖ Age must be below the 35 years
- ❖ Preferably Commerce Graduate
- ❖ Knowledge in computer and Financial Accounting software is essential
- ❖ Prior experience of at least 1 year is essential
- ❖ Initially appointment to be made for 6 months (180 days) and to be renewed on that basis

Office Clerk– 1 POST (purely temporary basis)

- ❖ Age must be below the 35 years
- ❖ Must be Graduate
- ❖ Knowledge in computer and drafting is essential
- ❖ Initially appointment to be made for 6 months (180 days) and to be renewed on that basis

Photocopies of following documents are to be submitted along with the application:

- ❖ Photocopy of Madhyamik Admit Card for age verification
 - ❖ Photocopy of Mark-sheets of all major examinations
 - ❖ Photocopy of certificates related to computer and work experience
- (All originals are required at the time of interview)***

Applications should reach college office within 17th August 2016 (on or before 5 PM) either through email or via post. However, under no circumstances postal delay will be considered.

Postal Address: Baruipur College, P.O. Purandarpur Math, P.S. Baruipur, South 24 Parganas PIN-743610.

Send the email application with all the necessary attachments to: baruipurcollege@gmail.com