Adyapeath Annada Polytechnic College
(Govt. Sponsored)

Advertisement No: - 04/2024   Date:- 16/03/2024

Applications in the prescribed format given at the College Website at **www.adyapeathpolytechnic.com** are invited from Indian Citizens and such other nations as are declared eligible by government of India for recruitment to the under mentioned posts. All posts will be filled up on regular basis at Adyapeath Annada Polytechnic College, Dakshineswar under the administrative control of the Department of Technical Education, Training & Skill Development, Govt. of West Bengal.

1. **APPOINTING AUTHORITY:** The Appointing Authority shall be the Governing Body of Adyapeath Annada Polytechnic College, Dakshineswar, Kolyata - 700076.
2. **PLACE OF POSTING:** Adyapeath Annada Polytechnic College, Dakshineswar, Kolkata - 700076.
3. **POSTS**

Sl. No	POSTS	U.R	EWS	S.C	TOTAL
1	LOWER DIVISSION CLERK	01	01	01	03
2	LIBRARY ASSISTANT	01	-----		01
3	STORE ASSISTANT	01			01
4	CASHIER	01			01

	NAME OF THE POST:	LOWER DIVISSION CLERK
(a)	METHOD OF RECRUITMENT:	By selection through 'Selection Committee' to be constituted by the State Government.
(b)	QUALIFICATION FOR DIRECT RECRUITMENT:	(i) A pass in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent. (ii) Acquisition of elementary knowledge of computer operation with the ability of typing on computer at the speed of 20 words per minute in English and 10 words per minute in Bengali from a reputed organization for a period not less than 6 (six) months.
(c)	AGE FOR DIRECT RECRUITMENT:	Age of recruitment shall not be less than 18 (eighteen) years and not more than 40 (forty) years on 01.01.2024.
(d)	PAY:	In the Pay Level 6 (Rs. 22,700 – 58,500/-) in the pay matrix specified under the WBS (ROPA) Rules, 2019 plus other allowances as admissible under prevailing rules.
	NAME OF THE POST:	LIBRARY ASSISTANT
(a)	METHOD OF RECRUITMENT:	By selection through 'Selection Committee' to be constituted by the State Government.
(b)	QUALIFICATION FOR DIRECT RECRUITMENT:	(i) A pass in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent.

		(ii) Acquisition of elementary knowledge of computer operation with the ability of typing on computer at the speed of 20 words per minute in English and 10 words per minute in Bengali from a reputed organization for a period not less than 6 (six) months.
(c)	**AGE FOR DIRECT RECRUITMENT:**	Age of recruitment shall not be less than 18 (eighteen) years and not more than 40 (forty) years on 01.01.2024
(d)	**PAY:**	In the Pay Level 6 (Rs. 22,700 – 58,500/-) in the pay matrix specified under the WBS (ROPA) Rules, 2019 plus other allowances as admissible under prevailing rules.
	NAME OF THE POST:	**STORE ASSISTANT**
(a)	**METHOD OF RECRUITMENT:**	By selection through 'Selection Committee' to be constituted by the State Government.
(b)	**QUALIFICATION FOR DIRECT RECRUITMENT:**	(i) A pass in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent. (ii) Acquisition of elementary knowledge of computer operation with the ability of typing on computer at the speed of 20 words per minute in English and 10 words per minute in Bengali from a reputed organization for a period not less than 6 (six) months.
(c)	**AGE FOR DIRECT RECRUITMENT:**	Age of recruitment shall not be less than 18 (eighteen) years and not more than 40 (forty) years on 01.01.2024
(d)	**PAY:**	In the Pay Level 6 (Rs. 22,700 – 58,500/-) in the pay matrix specified under the WBS (ROPA) Rules, 2019 plus other allowances as admissible under prevailing rules.
	NAME OF THE POST:	**CASHIER**
(a)	**METHOD OF RECRUITMENT:**	By selection through 'Selection Committee' to be constituted by the State Government.
(b)	**QUALIFICATION FOR DIRECT RECRUITMENT:**	(i) A pass in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent. (ii) Acquisition of elementary knowledge of computer operation with the ability of typing on computer at the speed of 20 words per minute in English and 10 words per minute in Bengali from a reputed organization for a period not less than 6 (six) months.
(c)	**AGE FOR DIRECT RECRUITMENT:**	Age of recruitment shall not be less than 18 (eighteen) years and not more than 40 (forty) years on 01.01.2024
(d)	**PAY:**	In the Pay Level 6 (Rs. 22,700 – 58,500/-) in the pay matrix specified under the WBS (ROPA) Rules, 2019 plus other allowances as admissible under prevailing rules.

Online applications are to be submitted according to the following schedule:

Commencement of online applications	**16/03/2024**
Closing date for receipt of online application	**21/04/2024**

INFORMATION

1. Candidates who wish to apply for more than one category of posts should submit separate application.
2. SUBMISSION OF MORE THAN ONE APPLICATION FOR ONE PARTCULAR POST IS STRICTLY FORBIDDEN. THE CANDIDATURE OF A CANDIDATE, WHO SUBMITS MORE THAN ONE APPLICATION FOR ADMISSION TO THE SELECTION PROCEDURE, WILL BE CANCELLED EVEN IF HE/SHE IS ADMITTED TO THE SAME.
3. The 'qualifications for direct recruitment' prescribed in the advertisement are as per the notified recruitment rules issued by Government.
4. All the degrees/ diplomas/ certificates mentioned in the advertisement must have been obtained only from Universities/ Institutions duly recognized by the competent authorities.
5. The prescribed 'qualifications for direct recruitment' are the minimum and mere possession of the same does not entitle applicants to be called in for the Interview. Where the number of applications received in response to the advertisement is large and it is not conveniently possible to interview all the applicants the Selection Committee may restrict the number of candidates to be called for interview to a reasonable limit on the basis of either higher qualifications /higher marks/grade obtained or **on the basis of a Screening Test.**

   IN THE CASES OF SCREENING TEST, CANDIDATES SUFFERING FROM BLINDNESS OR LOW VISION AND LOCO-MOTOR DISABILITY OR CEREBRAL PALSY WITH WRITING EXTREMITY WILL BE ALLOWED THE HELP OF A SCRIBE, IF REQUIRED. THE SCRIBE SHOULD NOT POSSESS EDUCATIONAL QUALIFICATION HIGHER THAN THE REQUISITE QUALIFICATION FOR THE POST.

   If sufficient number of candidates with prescribed age limit is available for selection for a particular post, the Selection Committee may exercise its discretion not to relax upper age limit of the candidate(s) even if the provision for such relaxation is laid down in the advertised criteria.

6. The benefits of reservation of vacancies are admissible to:
   (i) S.C./S.T./O.B.C.(non-creamy layer) candidates of West Bengal only. The S.C./S.T./O.B.C. Candidates of other States shall be treated as general candidates.
   (ii) PwBD (with disabilities 40% and above).
   (iii) Economically Weaker Section (EWS) candidates of West Bengal. EWS candidates of other state shall be treated as general candidates.
   N.B.: Reservation of vacancies will be made as reported by the Govt.

7. Relaxation In Age Limit
   i. The upper age limit is relaxable by 5 years for S.C. & S.T. candidates and by 3 years for O.B.C. (non-creamy layer) candidates of West Bengal. In the case of Persons with Benchmark Disabilities (PwBD), the upper age limit is relaxable upto 45 years.
   ii. No relaxation is applicable to S.C./S.T./O.B.C. candidates of other States as they shall be treated as general candidates.
   iii. No claim for being a member of S.C./S.T./O.B.C.(Non-Creamy layer)/PwBD will be entertained after submission of the application.

8. Particulars and Certificates Required
   1. **A candidate claiming to be EWS/S.C./S.T./O.B.C. (Non-Creamy Layer) or Persons with Benchmark Disabilities (40% and above) must have a certificate in support of his / her claim from a competent authority of West Bengal issued on or before the closing date of submission of application as specified below and no claim in this regard will be entertained afterwards**. In case, a candidate is unable to produce the relevant valid certificate in

support of the declaration/claim made by the candidate at the time of document verification, his/her candidature will be summarily rejected.

(a) For S.C., S.T. & O.B.C.(Non – Creamy Layer) Candidates :-

      i) In the district, the Sub-Divisional Officer of the Sub-Division concerned, and

      ii) In Kolkata, the District Magistrate, South 24-Parganas or such Additional District Magistrate, South 24-Parganas, as may be authorized by the District Magistrate, South 24-Parganas, on behalf and the District Welfare Officer, Kolkata and Ex-officio Joint Director, Backward Classes Welfare.

      [vide the W.B.S.Cs. & S.Ts. (Identification) Act, 1994 and S.C. & S.T. Welfare Deptt. Order No. 261-TW/EC/MR-103/94 dated 6.4.95 read with B.C.W. Deptt. Order No.6320-BCH/MR-84/10, dated 24.09.2010 and No.2420-BCW/MR-61/2012 (Pt.), dated 12.07.2013]

      iii) OBC (Non - Creamy Layer) candidates must submit their renewed / revalidated certificates regarding Non-Creamy Layer Status prior to interview and at the time of appointment as per existing Govt. Rules.

(b) For Persons with Benchmark Disabilities (PwBD) :-

      A Medical Board constituted at Government Medical College Hospitals in Kolkata, District Hospitals and Sub-divisional Hospitals as per extant provisions laid down in RPwD Acts & Rules.

(c) For EWS Candidate:-

      The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by any of the following authorities:-

      (i) In the District, Additional District Magistrate in charge of development matters of the District Concerned.

      (ii) District Welfare Officer, Kolkata and Ex-officio Joint Director, BCW&TD in respect of Kolkata for Kolkata Municipal Corporation Area. [in terms of PAR Department 325-PAR(AR)/3P-1/2019 dated 09.07.2019, read with BCW Department Memo No. 959-BCW/MR-52/2019 dated 18.05.2023]. However, any EWS certificate issued in favour of a candidate by the erstwhile authorities as mentioned vide said P&AR Department notification will also be allowed if found valid.

      (iii) EWS candidates must submit their renewed/revalidated certificates regarding EWS status prior to interview and at the time of appointment.

    2. The **'Selection Committee'** may require such further proof of particulars from the candidates as it may consider necessary and may make enquiries about their character and other particulars regarding suitability and eligibility.

9. CANDIDATES MUST FULFIL THE QUALIFICATIONS BY THE CLOSING DATE.

10. All requisite certificates regarding educational qualifications, proof of age, other relevant experience certificates and other requisite documents must be furnished as and when required by the **'Selection Committee'**.

11. If at any stage even after issue of a letter of recommendation for appointment a candidate is found ineligible in terms of the advertisement his/her candidature will be cancelled without further reference to him/her.

12. CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.

13. ALL INFORMATION REGARDING RECRUITMENT TO THE POST WILL BE AVAILABLE FROM TIME TO TIME, IN THE COLLEGE WEBSITE AT www.adyapeathpolytechnic.com

13. APPLICATION: Applications can be submitted through online only and the link for application will be available on 22/03/2024 from 10:00AM.

14. Date of Screening Test/Interview will be notified later in the college website at **www.adyapeathpolytechnic.com.**

15. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the authorised website on account of heavy load on internet/website jam. College does not assume any responsibility for the candidates not being able to submit their online application forms within the last date on account of the aforesaid reasons or for any other reason beyond the control of the College.

16. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted, and such applications would be rejected.

17. Your Online Application will not be registered unless you upload your Photograph, signature and certificates as specified.

a. In case the face in the photograph or signature or certificate is unclear / smudged the candidate's application may be rejected.
b. After uploading the Photograph / signature/ certificate in the online application form, candidates should check that the images are clear and have been uploaded correctly. If the photo is not uploaded at the place of Photo, application will be rejected. Candidate himself/herself will be responsible for the same.
c. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible. Candidates should ensure that the signature uploaded is clearly visible.
d. The Photograph should be without cap and dark lens spectacles. The frontal view of the face should be clearly visible.

N.B.: Mobile Phones, Bluetooth or any other communication device are not allowed inside the premises where the examination is being conducted. Any infringement of this instruction shall entail disciplinary action including ban from future examinations.

IMPORTANT INSTRUCTION

There shall be no 'Edit Window' after closure of online submission of application. The applicants are advised to verify the details provided in the online application form very carefully. They are advised to identify incorrect entry, if any and edit the same. It may be noted that once 'Final Submission' button is clicked, the system will not allow editing of any field further. No request for any correction/change would be entertained after submission of Application Form. Prior to clicking of 'Final Submission' Button the applicants are therefore requested to be sure that all information furnished are correct and edit any field if required.

<u>For any queries the candidates may contact in the following email id :-</u>

recruitment2024@adyapeathpolytechnic.com