Scottish Church College
Kolkata 700 006
Job Opportunities

Important information:

1. Please attach attested copies of documents.
2. Incomplete applications will be rejected.
3. Applicants already in service (Government/Private) must apply through proper channel.
4. The college reserves the right to call a limited number of applicants for written test/ interview based on their qualifications.
5. The college reserves the right not to fill any vacancy advertised, if circumstances warrant.
6. Test/Interview call letters may be sent by email only. Please check your email regularly.

Recruitment of Data Entry Operator

Applications are invited for recruitment of Data Entry Operator Group C, on contract (renewable annually). The application has to be made only in hard copy in the specified format (available in the College website: www.scottishchurch.ac.in) as per the following details:

1. Age	:	not beyond 35 years as on 31.01.2020.
2. Minimum Academic Qualification required	:	Bachelor in Computer Application.
3. Application Money	:	Rs. 250/- payable by Demand Draft favouring "Scottish Church College No. 2 Cornwallis Square A/c. No. 20805266537", drawn/ payable on any Bank in Kolkata, along with application form.
4. Last Date of Submission of application	:	24.02.2020 (3:30 p.m.)
5. Place of Submission	:	Secretary, The office of the Teacher-in-Charge, Scottish Church College, 1 & 3 Urquhart Square, Kolkata – 700 006.
6. Mode of Submission	:	Hand delivery/Registered Post/Courier, with "Application for Data Entry Operator superscribed on the envelope.
7. Selection Process	:	There will be a written entrance examination of 2 hours' duration, covering General English, Mathematics & General Awareness. On qualifying, the candidates will have to appear for a personal interview and Computer Test.

To Download the Bio Data Format please go to the "Job Opportunities" Section of the Website.

Dr. Arpita Mukerji
Principal