

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 Office Assistant

Applications are invited for recruitment of Office Assistant on contract Group C –category (renewable annually) in our College Office. 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:

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| 1. Age | : | not beyond 35 years as on 31.10.2020. |
| 2. Minimum Academic Qualification required | : | B.Com with computer knowledge is essential. |
| 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 | : | 13.11.2020 (2 p.m.) |
| 5. Place of Submission | : | Secretary, The office of the Principal, Scottish Church College, 1 & 3 Urquhart Square, Kolkata – 700 006. |
| 6. Mode of Submission | : | Hand delivery/Registered Post/Courier, with "Application for Group-C superscribed on the envelope. |

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


Dr. Arpita Mukerji
Principal

