

# Scottish Church College

Kolkata 700 006

## Job Opportunities

1<sup>st</sup> December, 2021

### 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 Clerk

Applications are invited for recruitment of Office Clerk 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](http://www.scottishchurch.ac.in)**) as per the following details:

1. Age : 35 years as on 01.01.2022
2. Minimum Academic Qualification required : B.Com with computer knowledge in MS Office, Google Products (drives, forms etc) and Tally.
3. Application Money : Rs. 250/- payable by Demand Draft favouring "Scottish Church College Council A/c No. 20805266537", drawn/payable on any Bank in Kolkata, along with application form.
4. Last date of Submission of application : 15<sup>th</sup> December, 2021 (3.00 p.m.)
5. Place of Submission : 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.

*Madhumanjari Mandal*  
Dr. Madhumanjari Mandal 1/12/21  
Principal

Principal  
Scottish Church College  
Kolkata

