

RAMSADAY COLLEGE, AMTA, HOWRAH 711401

Dear Sir / Madam,

With reference to the application against our advertisement No. 570/93/B dated 28/02/2019 for appointment to the post of Lower Division Clerk (Gr. C category) of our College, you are requested to be present for a Screening Test followed by a Computer Application Test and also an Interview before the Selection Committee scheduled to be held on **15th December, 2019 at 11 am in our College.**

2. You are requested to be present at the waiting room of our College positively at 10 am for verification of records, certificates and testimonials etc.

3. You are requested to bring all the originals of Matriculation / School Final / Madhyamik admit card and mark sheet; Higher Secondary or equivalent mark sheet and certificates; Degree certificates along with relevant mark sheets; Caste Certificates, if any; Differently abled certificate, if any; Experience Certificates, if any; Computer knowledge certificate, if any; **any one ID proof** (Voter Card / Aadhaar Card / Ration Card / Passport / Driving License / other relevant); and other relevant documents and testimonials along with a set of photocopies of those.

4. No request for change of date of Screening Test / Interview will be entertained.

5. The Screening written test for 150 marks will be held for 2 hours duration and will consist of the questions on Mathematics, English and Mental aptitudes.

6. After the Screening written test is over, Computer Application Test will be held.

7. No electronic gadgets will be allowed in the Examination Room and candidates found along with the same will be debarred from entering the Examination Room.

8. Candidates who will qualify both these tests will only have to appear for an Interview for final selection.

9. No TA / DA will be paid for the journey in this respect.

10. This conveys no promise of appointment.

11. Separate call letters have been dispatched at applicant's address. Please bring a copy of this letter along with other documents mentioned above.

Yours faithfully,

Principal & Secretary, Selection Committee
Ramsaday College