

Serampore College

09, William Carey Road, Serampore, Hooghly, 712201

Saturday, 13th January, 2024

Recruitment Notice

A Walk-in-Interview will be held for the post of **Office Assistant (Casual), Principal's Office** of the Serampore College for a period of 01 (one) year on 22nd January, 2024, reporting time 01:30 p.m. Interested candidates are requested to attend the interview with updated Curriculum Vitae (CV) along with originals and photocopies of all the testimonials and credentials.

Post Name: Office Assistant (Casual), Principal's Office

Eligibility: Graduate.

Vacancy: 01 (One) Post

Date of Interview: 22nd January, 2024

Reporting Time: 01:30 p.m.

Reporting Place: Principal's Office

Documents Required: CV (with Photo), originals and photocopies of all the testimonials & credentials with one government ID card & one age proof document.

Essential Qualification:

1. Must be a graduate.
2. Should be proficient in English & Bengali (reading, writing & speaking).
3. Should be proficient in modern computer & software with 30 words per minute typing speed.

Desirable Skills:

1. Must be able to work under pressure.
2. Must be able to meet deadlines in a fast-paced quickly changing environment.
3. Must be able to organize daily Schedules, Appointments, Meetings & Correspondence with minimum supervision.
4. Must be able to dynamic willing and multitasking.
5. Should maintain high level of professional ethics & Team work.



Dr. Vansanglura
Principal & CEO

Principal
SERAMPORE COLLEGE
Serampore, Hooghly