



BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

P.O. KRISHI VISWAVIDYALAYA, DIST. NADIA-741252, WEST BENGAL

Ph. No. 033-25878163, Fax-03473-222277

E-Mail: regbckv@gmail.com

Website: www.bckv.edu.in

From :

Dr. Dipak Kr. Ghosh

Registrar (Acting)

No. Rect/Nodal Cell/L-387

Date: 25.06.2018

NOTIFICATION

FOR

Walk-in-Interview

Applications are invited in plain paper from the interested and eligible candidates for engagement to the position of Office Assistant for the ICAR Nodal Cell of the Viswavidyalaya on purely contractual basis for a period of one year.

- Name of the Position : Office Assistant
Essential Qualification : Commerce Graduate from any recognized University
Experience : a) At least 3 years' experience of handling office work in various project/Institute
b) Working experience on Spreadsheet, Word Processor, Presentation Software as evidenced from certificate from reputed Institutions.
Remuneration : Rs. 10,000/- (Rupees ten thousand only) per month
Tenure : One year or co-terminus with the ICAR funding

. Original testimonials along with photocopies should be carried by the applicants during the Walk-in-Interview along with Bio-data in plain paper on:

Date - 05.07.2018

Time - 11 a.m. to 12 noon

Venue - Meeting Room of the Vice-Chancellor at Bidhan Chandra Krishi Viswavidyalaya, Mohanpur, Nadia.

Proforma of Application:

1. Name:
2. Father's Name:
3. Date of Birth:
4. Present & Permanent Address:
5. Academic Qualification:
6. Other Experiences:
7. Email ID :
8. Mobile no.:

Signature

Sd/-

Registrar (Acting)

P.T.O.

Copy forwarded for information to –

1. The Comptroller, BCKV.
2. The Deputy Librarian, BCKV with the request to upload the notification in BCKV Website.
3. The Director of Research/Director of Farms/Director of Extension Education, BCKV.
4. The Dean, Faculty of Agriculture/Horticulture/Agril. Engineering/Post Graduate Studies, BCKV.
- ✓ 5. Prof. Supradip Sarkar, Nodal Officer, BCKV.
6. Recruitment Section, BCKV.
7. Vice-Chancellor's Secretariat, BCKV.
8. Registrar's Secretariat, BCKV.
9. Notice Board.

Supradip Sarkar
25/6/18
Registrar (Acting)