



# SHRI SHIKSHAYATAN COLLEGE

NAAC Accredited English Medium Womens' College

Affiliated to University of Calcutta

11, Lord Sinha Road, Kolkata - 700 071

## **POST - Assistant Professor (UGC/GOVT. Approved Posts)**

### **Documents Required:**

- 1) Age-proof certificate
- 2) All qualification related certificates
- 3) Certificate(s) from University/ Board etc. regarding 'percentage equivalence' [where only grades are awarded but no equivalence is stated in the mark sheet(s)] and certificate from University regarding compliance with UGC, 2009 Regulations
- 4) Caste Certificate must be issued by Govt. of West Bengal only (If applicable)
- 5) PWD Certificate for Physically challenged candidates issued by proper authority
- 6) Experience-related certificates from competent authorities. SACTs must submit certificates from the Principal/Teacher-in-Charge/Governing Body President of their respective Colleges authenticating their status and tenure as SACT. (If applicable)
- 7) Aadhar Card
- 8) Account Payee Bank Draft for **Rs. 1500/= (Rupees One thousand five hundred only)** in favour of "**SHRI SHIKSHAYATAN COLLEGE**" payable at Kolkata.

### **Other Information:**

- 1) Candidates must show the certificates in original during the interview. If at any stage, even after issue of a letter of recommendation, a candidate is found ineligible in terms of the advertisement, her candidature will be cancelled without further reference to her.
- 2) The upper age limit is 40 (Forty years) on the 1st January 2026 and relaxable up to 5 years for SC/ST and 3 years for OBC category (Non-creamy layer) candidates for the post of Assistant Professor.
- 3) Candidate should have proficiency in language, spoken and written, in the medium of instruction of the concerned Institution.

- 4) Applicants with grade/grade points should write the percentage equivalent according to the formula used by their Boards/Universities. As grade/grade points are typically associated with an interval of marks, the exact midpoint of the relevant interval should be considered for the purpose, wherever applicable. It is the responsibility of the applicants to obtain the necessary certification from their Boards/Universities in support of their claims. They will be required to justify the 'percentage equivalent' claimed by them at the time of interview and failure to do so may even lead to the cancellation of their candidature. No complaints in that regard will be entertained at any later stage.
- 5) Candidates (for the post of Assistant Professor) applying in subjects in which they did not obtain their Masters/Graduation degrees are advised to bring the documents in support of relevance/alliance of the discipline issued by the appropriate bodies of the concerned University.
- 6) All documents have to be scanned with proper resolution and mail them properly. Scanned documents have to be clearly legible, else it would be considered as incomplete submission of documents.
- 7) Persons who are employed must submit their application forwarded through the employer / NOC from employer to be attached.

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