



Phone: 033-2441-1710

NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

27E, Bose Pukur Road, Kolkata – 700 042

Email: nbmv2005@yahoo.co.in / info@nbmahavidyalaya.in, Website: nbmahavidyalaya.in

Ref. No.: NBN-Adm/26-03/04

Date: 14.03.2026

Notice

Applications are invited for the post of Accountant cum Office Assistant of Naba Ballygunge Mahavidyalaya on purely temporary basis. Please check the following website regularly for any further amendment, if necessary.

www.nbmahavidyalaya.in

Job Details:

- Position: Accountant cum Office Assistant on purely temporary basis
- Work Hours:- Monday to Friday: 10:00 AM – 7:00 PM & Saturday: 10:00 AM – 5:00 PM
- Remuneration: As per daily wages Rs 650 per day (except Sundays or Holidays)

Eligibility Criteria

1. Must be a citizen of India
2. Bachelor's degree with first class or high second class in Commerce (B. Com) with Advance Accountancy or equivalent from a recognized University in West Bengal. M.Com/Professionals with CA (Inter)/ICWA etc shall be given additional weightage.
3. Professional knowledge in Accounting software like Tally Prime, PFMS, MS Excel is mandatory.
4. Age limit- 28 years to 35 years on 31.01.2026
5. Ability to handle daily office operations, maintain accounts and assist in administrative tasks.
6. Physically and mentally fit.





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7. Applicant must not be involved in any criminal proceeding [Affidavit (Notary Public) to be submitted in this effect after selection]

Preferred:

1. Candidates with prior experience in core accounting or office administration will be given preference.
2. Strong organizational and communication skills.
3. Candidates with graduation in Honours, with higher qualification and experience will be given preference .

How to Apply:

Eligible and interested candidates are requested to send their applications along with the **attached application form** and an updated CV and attested photocopy of relevant documents by post to 27E, Bose Pukur Road, Kolkata 700042 or physically to quotation box at ground floor of the college by **31st March 2026**.

Date of written examination for eligible candidates: **12.05.2026** at **2.00 P.M** to **3 PM** at college campus (to be conveyed to the eligible candidate by mail).
Subjects of the written examination: (English, Mathematics, Current Affairs).

Date of interview of the successful candidates in written examination:
Approximately **June 2026** (will be notified to the concerned candidate).

For further queries, only whatsapp at 8902188222 during office hours.

Note: Management has every right to determine the eligibility criteria before the written examination. No prior communication will be allowed in this regard.



Shosh
Principal 14.03.26

Naba Ballygunge Mahavidyalaya

Principal
Naba Ballygunge Mahavidyalaya
27E, Bosepukur Road
Kolkata-700 042

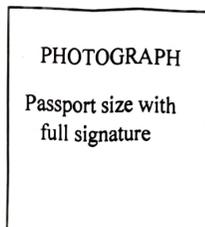
NABA BALLYGUNGE MAHAVIDYALAYA
27E, BOSE PUKUR ROAD, KOLKATA 700042
Website: www.nbmahavidyalaya.in NAAC Accredited B+

Post: Accountant cum Office Assistant on purely temporary basis
Qualification: Graduate in Commerce (B.Com), Proficiency in English & Computer
Age: 28 years to 35 years on 31.01.2026

APPLICATION FORM

1. Name in full (Block letters):
2. a) Date of Birth:
b) Age as on 31.03.2026:
3. Category: General/SC/ST/OBC-A/OBC-B/Others:
4. Sex: Male/Female
5. Postal Address (in Capital Letters)

6. WhatsApp no:
7. Email ID:
8. Aadhaar no:
9. Educational Qualification:



| Name of the exam | Name of the board | Full Marks | Marks obtained | % of marks | Division of grade | Year of passing |
|------------------|-------------------|------------|----------------|------------|-------------------|-----------------|
| HS (10+2) | | | | | | |
| Graduation | | | | | | |
| Post Graduation | | | | | | |
| Others | | | | | | |

10. Professional/Other experience: (Mention as details with supporting documents)

11. Computer Education (attached certificate)

Declaration

I do hereby declare that the above information given by me are true and correct in all respect. If any statement is found false at the time of interview or after any appointment, then my candidature will be liable to be cancelled or my service will be terminated automatically. I further declare that I understand that this appointment is purely temporary and will not claim a permanent position in this college in future. I accept that I will not be entitled to any benefits and will not be eligible for EPF/ESI. I also understand that my service can be terminated by the Governing Body of the college with one month's notice. If I resign voluntarily from my post, then too I will need to serve a month's notice.

Place:
Date

Full signature of the candidate

