



Phone: 033-2441-1710

# NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

27E, Bosepukur Road, Kolkata - 700042

Email: [nbmv2005@yahoo.co.in](mailto:nbm2005@yahoo.co.in) / [info@nbmahavidyalaya.in](mailto:info@nbmahavidyalaya.in), Website: [nbmahavidyalaya.in](http://nbmahavidyalaya.in)

Ref. No. NBM/Notice/002/25-26

Date 05/05/2025

Naba Ballygunge Mahavidyalaya, 27E, Bosepukur Road, Kolkata 700042 inviting application for the post of P.A to Principal/Office Assistant purely on temporary basis.

Min. Qualification: Graduate in any discipline, Proficiency in English and Basic Knowledge in Computer is essential.

N.B.- Candidates with higher qualification and experience will be given preference.

Age: Not exceeding 35 years as on 31-03-2025

Last date of submission of application form with the attached sheet, biodata, attested certificates and supporting documents physically to quotation box (at ground floor )or by speed post to the Principal within 19-05-2025 (5.00 p.m).

Date of Written Exam for eligible candidate : 14-06-2025 at 2.00 p.m at college campus (to be conveyed to the candidate by mail )  
[Subjects: Mathematics, English, Current Affairs]

Date of interview of the successful candidates in written exam: 25-06-2025 (will be notified to the concerned candidate)

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

Principal

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

**NABA BALLYGUNGE MAHAVIDYALAYA**  
**27E, BOSEPUKUR ROAD, KOLKATA-700042**

Website: [nbmahavidyalaya.in](http://nbmahavidyalaya.in)

E-mail: [nbmv2005@yahoo.co.in](mailto:nbm2005@yahoo.co.in) Phone: 033-2441-1710/8902188222

NAAC Accredited :B+

**Post: P.A to Principal/Office Assistant**  
**(Temporary)(1-One)**

Qualification: Graduate, Proficiency in English & Computer

Age: Not exceeding 35 years as on 31.03.2025.

APPLICATION FORM

1. Name in full(Block Letters):
- 2: a) Date of Birth:  
b) Age as on 31.3.2025:
3. Category: General/SC/ST/OBC-A/OBC-B/OTHER:
4. Sex: Male/Female:
5. Postal Address(in Capital letters):
6. WhatsApp No:
7. Email Id:
8. Aadhaar No.:(Attach Photocopy)
9. Educational /Qualification:

PHOTOGRAPH

(Passport size  
with full  
signature)

Name of the Exam	Name of the Board/ University & Discipline	Full Marks	Marks Obtained	% of Marks	Division/ Grade	Year of Passing
H.S(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