

Kanchrapara College

ESTD : 1972

☎ : STD-033 2585 5159 / 8790

2876 1587 (Offi.)

website : <https://www.kanchraparacollege.ac.in>

e-mail : info@kpcoll.ac.in

e-mail : principal@kpcoll.ac.in

From :



Ref. No. : KC/KU/Recr/Lib. Asst/2024-101

P.o. : KANCHRAPARA
DIST. : NORTH 24 PARGANAS
WEST BENGAL, PIN-743145

Date : 06-09-2024

NOTICE

Kanchrapara College is conducting a walk-in-interview for the recruitment of a **Library Assistant** on a temporary basis (**No Work No Pay**). This position offers a unique opportunity for individuals who are passionate about working in a library environment and contributing to the efficient operation of library services.

Position Details:

- **Role:** Library Assistant (Temporary)
- **Remuneration:** Rs.325/- per day

Key Responsibilities:

- Assist in the daily operations of the library.
- Organize and manage library resources, including cataloging, shelving, and inventory.
- Support patrons with locating materials and using library resources.
- Assist with library programs and events.
- Maintain a quiet and welcoming environment within the library.

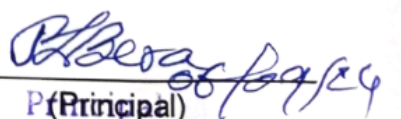
Qualifications:

- Minimum educational qualification: Graduation
- Basic knowledge of library systems and procedures.
- Proficiency in using computers and library software.
- Strong organizational and communication skills.
- Prior experience in a library or similar environment is an advantage

Application Procedure:

We look forward to meeting interested candidates at the interview on 13th September, 2024 (Friday) at 2:00 PM. We invite interested and eligible candidates to participate with their CVs and all testimonials.




P (Principal)
Kanchrapara College
Kanchrapara, 24 Pgs (N)

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P.O. : KANCHRAPARA
DIST. : NORTH 24 PARGANAS
WEST BENGAL, PIN-743145

Ref. No. : KC/KU/Recr/Office Asst/2024-100

Date : 06/09/2024

NOTICE

Kanchrapara College is conducting a walk-in interview for the recruitment of three Office Assistants on a temporary basis (No Work No Pay). We invite interested and eligible candidates to participate.

Position Details:

- Role: Office Assistant (Temporary)
- Remuneration: Rs.325/- per day

Key Responsibilities:

- Assist with daily office tasks such as filing, data entry, and document management.
- Handle communications, including answering phone calls and emails.
- Provide administrative support to various departments as needed.
- Maintain office supplies and ensure the smooth functioning of office operations.

Qualifications:

- Minimum educational qualification: Higher Secondary/12th Standard
- Basic computer skills, including proficiency in MS Office (Word, Excel, etc.).
- Strong organizational and communication skills.
- Prior experience in office administration or similar roles is an advantage.

Application Procedure:

Interested candidates are requested to be present in the walk-in-interview on 13th September, 2024 (Friday) at 2:00 PM with their CVs and all testimonials.



[Signature]
06/09/24

(Principal)

Principal
Kanchrapara College
Kanchrapara, 24 Parganas (N)