

**Tagore Centre for Green Technology Business Incubation ( TCGTBI ) ,  
IESTS-Shibpur.**

**Walk-in –Interview for engagement of Multi-Purpose Support Staff purely on a contractual mode : 1 Post.**

**Essential Qualification** : Secondary or Equivalent with work experience of at least 1 year in any capacity preferably in any academic Institution. Basic knowledge of computer applications.

**Age** : Less than 40 Years

**Pay** : Consolidated monthly Pay Rs. 4000/= + Additional Lump sum Overtime Allowance of Rs. 1000/= per month for working beyond normal office hours as per requirement

**Tenure** : Initially for One year, may be extended at the sole discretion of the authority of TCGTBI

Intending candidates may appear for Walk-in-Interview on **20<sup>th</sup> April** at **15.30** Hrs. to be held at office of the TCGTBI, Slater Hall, 2<sup>nd</sup>. Floor, IESTS-Shibpur, P.O. Botanical Garden, Howrah-711103. They are required to carry a complete Bio-data containing ( Name, Father / Husband's Name, Present and Permanent Address, Contact Phone Nos., Educational and other Qualification, Date of Birth, Details of Work-experience ( if any ) etc. ) alongwith copies of all credentials, one PP size photograph and one reference certificate from any responsible person ( preferably Government Servant ) .

**General Information for intending Candidates :**

1. The applicant will be responsible for the authenticity of information, other documents and photograph submitted by them. Furnishing of any false information and /or suppression/concealment of facts shall lead to rejection/cancellation of selection / appointment.
2. The age limits qualification/experience etc. for the posts shall be determined as on 31.03.2017.
3. The appointment of selected candidate is subject to being physically fit and sound in health for the services in the TCGTBI.
4. All original documents have to be produced at the time of interview for verification.
5. The decision of the TCGTBI in all matters will be final. No correspondence, whatsoever, will be entertained from the candidate in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.
6. The incumbent is expected to carry out all types of support services to facilitate the activities of TCGTBI as per requirement
7. The decision of the competent authority will be final in the matter of selection.
8. Any dispute regarding the recruitment will fall under the jurisdiction of Kolkata.