

**BOARD OF PRACTICAL TRAINING
EASTERN REGION, KOLKATA**

(An autonomous body of Department of Higher
Education, Ministry of HRD, Govt of India)

Tele : 033-23370750/51 email :boptr@gmail.com

Applications are invited in prescribed format for
05 post(s) of Lower Division Clerk (01post reserved
for ST category and 01post reserved for OBC and
03 post(s) for General category) in the Pay Band of Rs. 5200-
20200, Plus Grade Pay: Rs. 1900 (Provisionally revised as per 6th
CPC) .required terms and conditions, application format etc. please
refer the detailed advertisement for the post at www.boptr.gov.in.
Apply within 21 days from the date of publishing this
advertisement.

Director

BOARD OF PRACTICAL TRAINING, EASTERN REGION
(Under Ministry of Human Resource Development)
Deptt. of Higher Education, Govt. of India
Block- EA, Sector- I, P.O. Salt Lake City, Kolkata 700064

Employment Notice

1. Applications are invited in the prescribed format for the under mentioned Group 'C' posts from eligible Indian Citizens :

Sl.No.	Name of post	Scale of Pay	No. of Vacancies			
			UR	ST	OBC	TOTAL
1.	Lower Division Clerk(LDC)	Pay Band: Rs. 5200-20200/- Plus Grade Pay Rs. 1900/ (Provisionally revised as per 6 th CPC)	03	01	01	05

2. **Educational & other qualifications :**

I. Essential :

- (i) Matriculation or equivalent.
(ii) Knowledge of Typing with a minimum speed of 30 Words per minutes in typewriting in English.

II. Desirable :

- (i) Certificate Course in Computer Application in support of proficiency in Operation of computer (Word processing & Spread sheets).

3. **Age limit** (as on 01/04/2009): 30 years (Maximum) Age relaxation available for internal candidates and SC/ST/OBC/PH/EX-servicemen is as per rule of the board/govt. rules.

4. Application on prescribed format should be submitted to Admin-cum-Accounts Officer on abovementioned address along with the under mentioned documents/certificates so as to reach this Office within 21 days from the date of advertisement in the newspaper.

- (a) Two self addressed envelopes of 28cmx12 cm size.
(b) Attested photocopies of educational qualification certificates, caste certificate and certificates in support of any claim/relaxation (wherever applicable) are to be enclosed with the application.

5. Name of the post i.e LDC alongwith category (UR/ST/OBC) must be clearly written in BLOCK CAPITAL letter on the top of the envelope containing application.

6. The crucial date for determining the age limit will be 01 April 2009.

7. Mere possession of requisite qualification and experience shall not entitle the candidate to be called for the test and interview. Decision of the BOPT office in this regard shall be final.

8. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification for the post.

8. Candidates belonging to ST or OBC category and desires to apply for UR category simultaneously must send separate applications.

9. Persons working in Govt./semi-Govt./Autonomous Organisation should apply through proper Channel.

10. Other details along with application format is available on this Office website www.bopte.gov.in

Director

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13. Details of present employment: (enclose attested Xerox copies of certificates)

Sl. No.	Name of the organization	Whether Central Govt./ State Govt./ PSU/ Private/ & Others.	Date of appointment	Designation/Post Held and nature of work being carried out	Period of Service		Whether regular/ Substantive /temporary/ad hoc/quasi-permanent/ permanent/ deputation.	a)Scale of pay b)Present basic pay and c) Total emoluments.	Remarks
					From	To			

14. Any other information not furnished above but relevant to the post applied for

15. List of documents enclosed.

16. General information:

- a. Revised Pay is subject to Ministry's approval on 6th Pay Commission. Pay structure for autonomous organization.
- b. Canvassing in any form will lead to rejection of candidature.
- c. Original certificates should not be sent along with this application.
- d. Application received after prescribed last date will be rejected.
- e. All enclosures (Xerox copies) should be legible and must be attested by Gazetted officer of State/Central Government.

17. Declaration:

1. I have read and understood the Employment Notice mentioned in beginning and the same are accepted by me.
2. I hereby solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.
3. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected.
4. I am also aware that if any falsification of information furnished above is/are detected later, after appointment to the post applied for, my service is liable to be terminated without any notice, notwithstanding further disciplinary action.

Place:

Signature of the applicant.

Date:

Name of the Applicant (in block letters)