ST. JOSEPH'S COLLEGE, DARJEELING
RECRUITMENT NOTICE

Advt. No. 1:1/01/2026 Date: 25/8/2026

Sl. No.	Post	No. of Vacancies	Nature of Engagement
1	Office Assistant	2 (Two)	Contractual (renewable)

Consolidated Pay: ₹18,000 per month (negotiable based on past experience and job skills)

GENERAL INSTRUCTIONS

1. Nature of Engagement

a) The appointment shall be purely contractual and shall initially be made for a specified period as determined by the College.
b) The contract may be renewed, subject to satisfactory performance, institutional requirements, availability of funds, and the decision of the College authorities.
c) Renewal of the contract shall not confer any right or claim to permanent appointment or regularisation.
d) The appointment shall not be treated as an appointment to any permanent or sanctioned post of the College.

2. Qualification and Eligibility:

Candidates must possess the following essential qualifications and skills:
a) Undergraduate degree with a minimum of 55% marks.
b) Good communication skills, both written and verbal in English.
c) Strong drafting skills.
d) Proficiency in website management.
e) Proficiency in MS Office, MS Excel, Tally, Data entry and other relevant accounting software and practices.
f) Sound documentation skills.

3. Desirable Qualifications:

a) Knowledge of Government of West Bengal (GoWB) rules and regulations relating to audit and tender processes.
b) Familiarity with service rules applicable to teaching and non-teaching staff.
c) Ability to communicate in Nepali.

4. Age Criteria:

The candidate must not exceed 35 years of age as on the last date of submission of the application. Age relaxation may be considered for experienced and well-qualified candidates.

5. Shortlisting and Recruitment Process:

Mere fulfilment of the eligibility criteria shall not entitle a candidate to be called for the selection process. Shortlisting of candidates shall be based on the eligibility criteria, qualifications, experience, and other relevant credentials.

The selection process shall ordinarily consist of a practical assessment to evaluate the essential skills required for the post, followed by a personal interview.

However, depending upon the number of applications received, the College may conduct a written examination or adopt any other appropriate screening process for the purpose of shortlisting candidates for the subsequent stages of the selection process.

6. How to Apply:

Interested and eligible candidates may submit their application in plain paper along with an updated CV, a recent passport-size photograph, self-attested copies of academic certificates and mark sheets, and other relevant documents.

Application fee: Non-refundable DD of ₹500/- drawn in favour of "The Principal, St Joseph's College, Darjeeling" drawn/payable at UCO Bank, Singamari, North Point, Darjeeling must be attached with the filled in application.

The application in plain paper, an updated CV, a recent passport-size photograph, self-attested copies of academic certificates and mark sheets, and other relevant documents along with the requisite amount DD must reach '**The Principal, St. Joseph's College, Lebong Cart Road, P.O. North Point, Darjeeling – 734104'** within ten days from the date of publication of this advertisement.

Incomplete applications, applications received after the stipulated deadline, or applications submitted without the prescribed application fee will not be entertained.

7. Applicants in Service:

Applicants already in service, whether in Government or private institutions/organisations, should apply through the proper channel, wherever applicable.

8. General Conditions:

Any form of canvassing or attempt to influence the selection process shall lead to disqualification of the candidate.

The College reserves the right to modify, revise, reschedule, suspend, or cancel the recruitment process without assigning any reason. The decision of the College regarding shortlisting and selection shall be final, and no appeal in this regard shall be entertained.

PRINCIPAL