

# Serampore College

09, William Carey Road, Serampore, Hooghly, 712201

## Recruitment Notice

Date: 04/07/2022

A Walk-in-Interview will be held for the post of **Personal Secretary to the Principal of the Serampore College** on 14/07/2022, reporting time 10:30am to 11:30am. Interested candidates are requested to attend the interview with updated Curriculum Vitae (CV), along with original and photocopies of all testimonials and credentials. The above post is initially contractual for 1 (one) year and may be confirmed if the service is satisfactory.

**Post Name: Personal Secretary to the Principal.**

Vacancy: 01 (one) post.

Date of Interview: 14/07/2022

Reporting Time: 10:30am to 11:30am

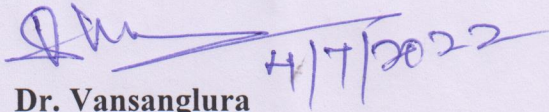
Documents Required: CV (with Photo), original and photocopies of all the testimonials & credentials with one government ID card and one age proof document.

### **Essential Qualification:**

1. Must be graduate.
2. Must have knowledge of stenography.
3. Should be proficient in English & Bengali (read, write & speak).
4. Should be proficient in modern computer & software with 30 words per minute typing speed.

### **Desirable Skills:**

1. Must be able to work under pressure.
2. Must be able to meet deadlines in a fast-paced quickly changing environment.
3. Must be able to organise daily Schedules, Appointments, Meetings & draft Correspondence with minimum supervision.
4. Must be able to multitask.
5. Should maintain high level of professional ethics & team work.

 4/7/2022

**Dr. Vansanglura**

**Principal & CEO**

**Secretary, Council of Serampore College.**

Principal & Secretary  
Council of Serampore College

