

# Serampore College

09, William Carey Road, Serampore, Hooghly, 712201

## Requirement Notice

**Date:** 12<sup>th</sup> August, 2022

A Walk-in-Interview will be held for the post of **Personal Secretary to the principal** of the Serampore College on 02<sup>nd</sup> September, 2022, reporting time 10:30 a.m. Interested candidates are requested to attend the interview with updated Curriculum Vita (CV) along with originals and photocopies of all the 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: 02<sup>nd</sup> September, 2022

Reporting Time: 10:30 a.m.

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

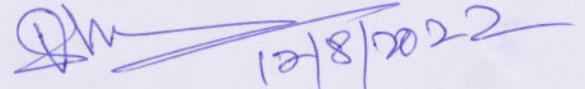
### **Essential Qualification:**

1. Must be a graduate.
2. Should be proficient in English & Bengali (read, write & speak).
3. 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 organize daily Schedules, Appointments, Meetings & Correspondence with minimum supervision.
4. Must be able to dynamic willing and multitasking.
5. Should maintain high level of professional ethics & Team work.



  
12/8/2022

**Dr. Vansanglura**

**Principal & CEO**

**Secretary, Council of Serampore College**

Principal & Secretary  
Council of Serampore College