



NABIK GRIHA SAMITY

(Regd. Office: - Seaman's Welfare Office, Marine House, Hastings, Kolkata 700 022)

1/1 Taratala Road, Kolkata 700 038

Website- www.ngs-mai.com | Email- nabikgriha@gmail.com | Phone- 9433523336

Letter No: NGS/ RECRUITMENT/2025/04/01

Date: 01.05.2025

VACANCY CIRCULAR

SUBJECT: FILLING UP ONE POST OF SENIOR OFFICE ASSISTANT/ACCOUNTANT AT NABIK GRIHA SAMITY, 1/1 TARATALA ROAD, KOLKATA 700038.

1. Nabik Griha Samity (NGS) is a benevolent institution for seafarers and has been rendering its service to the shipping fraternity since its inception in 1954.
2. Offline Applications (Annx-1) through email at nabikgriha@gmail.com and asm.ad-gso-dgs@gov.in are invited for Direct Recruitment for the following posts:-

Sl No.	Name of the Post	Essential Qualification	Desirable Qualification	Maximum age	No. Of post
01	Senior Office Assistant/Accountant Pay Scale:Rs(21450-800-31850)+DA+HRA+CE A+Medical Insurance+ Gratuity (As per NGS Policy) (Likely to be revised) Place of Posting: Nabik Griha Samity, Kolkata	i) Bachelor's degree from a recognized University/ Institution with Commerce/Accounts as one of the subject. ii) Course completion certificate of Basic Computer Familiarisation of 3 months duration from a Govt. recognised / registered institute (CCC Level or equivalent)	i) knowledge of work as administrative & accounts related work of any organization ii) 3 years experience in office work preferable in MMD/DGS allied offices	35 years (as on 01.05.2025)	01

Interested candidates should submit their applications along with supporting documents in single pdf format on or before 31st May 2025.

3. Application fee of Rs500/- to be paid in favour of Nabik Griha Samity, Kolkata through Demand Draft payable at Kolkata. Copy of Demand Draft to be attached along with the application and Original is to be submitted at Nabik Griha samity, Kolkata on or before the examination/interview date.

4. The work profile of the post is as follows:

1	To assist Manager (NGS) in dealing with various operational matter of Nabik Griha Samity
2.	Dealing with Administration, Establishment and Accounts matters of NGS.
3.	To submit the Gen Secretary, NGS about daily earning and expenditure of the establishment inconformity with the bank accounts on daily basis through email
4.	To liaison with Governing committee & third parties for various operational & maintenance issues/projects as instructed by the member of the governing committee & manager NGS and submit suitable feedback thereof.

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5. To perform any other task assigned time to time.

5. Action against candidates found guilty of misconduct

a. At the time of written examination/interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall/interview hall, wherever applicable, or resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination/interview either permanently or for a specified period from any examination or selection of the NGS.

b. If it is detected that any candidate has furnished any false information/particulars with regard to his/her qualification, category and experience in the Application Form or in any document and/or misrepresented /suppressed any material fact in the application form, for securing appointment in the Nabik Griha Samity, Kolkata, his/her service will be terminated forth with during probation period or even after confirmation of the service in the NGS.

c. Canvassing in any form will be treated as disqualification.

6. Experience certificate is to be submitted in following format:

Experience certificate

Name of Organization

Address of the Organization

Dated.....

Name of post held	From dd/mm/ yy	To Dd/mm/yy	Total period dd/mm/yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/S pecialty/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay Scale and last salary drawn	Duties performed/experience gained in brief in each post(please give details, if need be, in attached sheet)(in case of Medical posts, please mention field of specialization)		Place of posting		Worked at Supervisory level/middle management level/head of branch
(7)	(8)		(9)	(10)	

7. IMPORTANT INFORMATION FOR THE CANDIDATES

- A. The NGS reserves the right to short list the candidates on merit, experience, written and/or skill test, as the case may be.
- B. The NGS reserves the right to amend/change/delete/cancel any of the Terms & Conditions/Guidelines at any stage of the recruitment process. The NGS reserves the right to cancel the recruitment process as a whole or part at any stage/paper thereof for any or all posts without prior notice due to administrative reasons.

- C. The Service conditions will be applicable as per the prevalent rules of NGS Service Rules and subsequent amendments. Selected candidates, on appointment, are liable to be posted or subsequently transferred anywhere in India in any of the offices of the NGS or allied office, as these post(s) carries all India Service liability.
- D. The applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the minimum essential qualifications laid down for the post. No enquiry seeking advice as to eligibility will be entertained.

NOTE: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Written Test/Skill Test/Interview, as the case may be.

THE CANDIDATES SHOULD, THEREFORE, MENTION HIS/HER ALL QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATION.

- E. All the educational qualifications mentioned should be from a University/Institute/Board recognized by Govt. of India/approved by the Government Regulatory bodies and the result should have been declared on or before the last date of submitting the online Application Form. Proper documents from Board/University for having declared the result on or before the last date of submitting the online application form have to be submitted as and when asked for. The date of passing the examination which is reckoned for eligibility will be the date of passing mentioned on the mark sheet/provisional certificate.
- F. Candidate(s) claiming experience has to produce Certificate(s) in the prescribed proforma from the Head(s)/Authorised person of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained on the post(s) with duration(s). Experience certificate should be issued in prescribed proforma for relevant post.
- G. The minimum length of work experience asked for the respective post(s) should be in continuation without any break. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for Written Test/Skill Test/Interview, as the case may be.
- H. **For the candidates working in Central/State Govt./UT Administration or Central/State Autonomous/Statutory Organizations/PSUs and applying through proper channel "No Objection/Cadre Clearance Certificate"** shall be furnished at the time of document verification/interview, failing which their candidature will not be considered.
- I. Certificate to the effect that no vigilance/criminal case is pending/contemplated against the candidate, who are already working in Central/State Govt./UT Administration or Central/ State Autonomous/ Statutory Organizations/ PSUs/ Reputed Private Organization is also to be submitted by the candidates applying through proper channel as and when called. List of penalties/fine (if any) imposed during preceding 3-5 years has to be provided by the applicants applying through proper channel.
- J. The Candidates not covered above will have to submit an undertaking/self-declaration to the effect that no criminal case is pending/ contemplated against him/her.
- K. Candidate has to submit document/certificate which is essentially required for ascertaining the genuineness of his/her candidature/ qualification/ experience etc as and when sought by the NGS.
- L. The candidates are advised to apply through email as per the schedule notified in the advertisement. Application received through any other mode would not be accepted and summarily rejected.



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- M. All communication with the candidates will be made through email only. Candidates are advised to fill their correct and active email addresses and mobile numbers in the application as all correspondence will be made by the NGS through E-mail.
- N. Candidates also note that their candidature will remain provisional till the genuineness of the document related to Education, Experience etc. are verified from issuing Authority.
- O. The candidates will be called to participate in the selection process based on the information provided by them in application. The responsibility to ensure that they fulfill the eligibility lies on the candidates only. Therefore, candidates before applying for the post, must ensure his/her eligibility for the post(s) applied for.
- P. The candidates declared successful will be issued Offer of Appointment to the post. The candidates will be required to submit the requisite documents along with Attestation Form for verification.
- Q. The Appointment letter to the candidates for joining to the post will be issued on successful verification of their educational qualification/experience/ attestation form/police verification/character antecedent/medical etc from the issuing authority.
- R. Mere qualifying written Test/Interview will not confer any right of appointment unless the NGS is satisfied that the candidate is suitable in all respects and fulfils the required conditions/criteria for the appointment to the post(s).
- S. The NGS reserves the right to fix criteria viz screening test/qualification/experience etc to short list the candidates to be called for interview/written test on receipt of huge number of application.
- T. Decision of the NGS in all matters regarding Recruitment Process/Eligibility of the candidate/the documents to be produced/conduct of Written Test/Skill Test/Interview and any other matter relating to recruitment will be final and binding on the candidate.
- U. NGS may, at its discretion, hold re-examination / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s due to administrative reasons.
- V. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the NGS as per annexure 2
- W. Candidates in their own interest are advised to submit their applications well in time before the last date as mentioned for the posts, to avoid the possibility of dis-connection / inability on account of heavy load on internet / website jam. The NGS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the NGS.
- X. The candidates/applicants must possess the essential education qualification and requisite experience on the closing date of submission of online application.
- Y. For the candidates claiming work experience from reputed private organization, the reputed private organizations
- Z. NGS will not be responsible for inadvertent error and reserves right to correct such errors.
- AA. **RESOLUTION OF TIE CASES** In cases where more than one candidate secures the equal aggregates marks, tie will be resolved by applying the following methods one after another:



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- a. Date of Birth, with older candidates placed higher. ii) Alphabetical order in which names of the candidates appear.

BB. The candidates may raise their legal dispute arising out of this Recruitment notice, if any to the exclusive jurisdiction of the courts of Kolkata only.

CC. Verification of original documents and format of certificates:

- i. Candidates shortlisted for Document Verification are required to produce all original documents along with two sets of self-attested photo copies of all documents at the time of document verification.
- ii. All Certificates should be either in English or Hindi only. Where certificates are not in English/Hindi, self-attested translated version (In Hindi/English) should be produced wherever/whenever required. Certificates produced during the document verification should be strictly in the prescribed proformas.
- iii. No additional time will be given to the candidates for producing their original certificates on the date of their document verification and the candidature of such candidates is liable to be forfeited.
- iv. Documents to be brought by candidates in original (as applicable) for verification are as indicated below:-

DD. Matriculation/X Class/High School Examination Certificate or Equivalent certificate as Proof for Date of Birth. (The candidates' name and the father/ mothers' name mentioned in the application will be verified with reference to the names mentioned in this certificate.)

EE. Educational and Technical Certificate/Diploma/Degree from a recognized Board/University or equivalent (As applicable).

FF. Medical Certificate

GG. No Objection Certificate from serving employees with date of appointment.

HH. Legal document in case of formal change of name viz. their original marriage certificate / affidavit in original etc.


II. Ex-Servicemen candidates who secure civil employment after applying for this notice should give self-declaration to the concerned employer about the details of application against this notice, as soon as they join. The acknowledged copy of this declaration along with NOC from the civil employer should be produced during document verification.

JJ. The candidates claiming post qualification work experience of reputed private organizations have to submit following documents in addition:

- 1) Salary Slip(s).
- 2) Income Tax Return (ITR) for 03 years

Selected candidate would be on probation during the initial appointment as per NGS Service Rules and upon satisfactory performance may be considered for regular appointment. If service during the probation period is not found satisfactory as per requirement of the organisation, the appointment may be terminated without assigning any reason.

No TA/DA will be paid for attending the examination/Interview.


(Bijendra Choubey)
General Secretary
Nabik Griha Samity

9) MOBILE NUMBER: _____

10) E-MAIL ID: _____

11) EDUCATIONAL QUALIFICATIONS.

ACADEMIC	QUALIFICATION/NAME OF COURSE	UNIVERSITY/BOARD	SUBJECTS/SPECIALIZATION	YEAR OF PASSING	GRADE / PERCENTAGE
SSC/ 10 th /Matric					
Higher Secondary /12 th					
Graduation					
Post Graduation					
Any Others					

12) PROFESSIONAL EXPERIENCE:

Employment details (Please add extra sheets if required)

SL NO	DESIGNATION	ORGANIZATION	DURATION			JOB RESPONSIBILITIES
			From	To	Total (in months)	

Total Experience: (.....yrsM days)

13. TRAINING AND OTHER COURSES ATTENDED.

SL NO	NAME OF TRAINING / OTHER COURSES ATTENDED	NAME OF INSTITUTE	DURATION		
			From	To	Total

14. LANGUAGE KNOWN: (PLEASE TICK ✓)

LANGUAGE KNOWN	READ	WRITE	SPEAK

I hereby declare that all the statements made by me in the application form and information sheet are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action.

Date:
Place:

Signature of the Candidate

MEDICAL CERTIFICATE OF FITNESS

I have examined Shri / Kumari / Smt. aged
Son / Daughter of Shri
..... Years, of Village: P.O.

Dist..... State PIN and certify that, he
/ she is free from deafness, defective vision (including colour vision) or any other
infirmary, mental or physical, likely to interfere with the efficiency of his / her work and
found him / her possessing good health.

This certificate is being given to him /her for the purpose of

Signature of Candidate
(To be signed in presence of the Medical Officer)

Signature of Medical Officer:
Name of Medical Officer: Dr.
Registration No.

Dated: Seal

Note: Medical certificate granted by a qualified medical practitioner holding at least M.B.B.S. Degree and registered with Medical Council of India, shall only be valid. The date of issue of the medical certificate should be within **one year** from the date of application.


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