

# **ORIENTAL COLLEGE PATNA CITY**

## **NAAC ACCREDITED**

(A Muslim Minority Degree College  
Under Patliputra University, Patna)  
Patna - 800008

ADVT No: 12/00/22 Date: 25.04.2022

Application are invited in the prescribed performa from the eligible candidates for the following positions to be filled during the next one year after the availability of vacant posts

**Assistant Professor :**  
(Political Science ) - 01

**Assistant Professor :**  
(History ) 01

**Accountant - 01**

Application in a sealed envelope along with all the Certificates / testimonials should reach the Secretary Oriental College Patna City - 800008 by Registered /Speed Post latest by 10.05.2022 Preference will be given to Urdu Knowing Candidates. Performa for application and details are available on college

**website :-**

**[www.orientalcollege.in](http://www.orientalcollege.in)**

Note - College has right to change the number of vacancies shown above

**Secretary**

Oriental College, Patna City

## **Qualification & Experience of Accountant**

- Fully qualified in B.com /commerce graduate with a minimum of five year experience of working as Accountant in a similar organization or company or partly qualified CA/CS/ICWA .
- A very good command of English & communication skills are essential.
- Computer literacy compulsory (Proficiency in MS word, excel, Tally etc.)
- Work experience in taxation will be an added advantage.



# ORIENTAL COLLEGE PATNA CITY

PATNA-800008

Recent self  
attested  
Colour  
Photograph

Advertisement No.02/OC/22 Dated.25.04.2022

Application for the Non-Teaching Post

1.	Post and Post Code						
2.	Name of the Applicant (in block letters)						
3.	Father's name						
4.	Mother's name						
4.	Telephone/Mobile number						
5.	E-Mail ID						
6.	Date of Birth & Age as on 01.06.18						
7.	Category (Please attach copy of certificates)						
8.	Present address for correspondence						
9.	Permanent Home address						
10.	Domicile						
11.	Academic Qualification (Please attach separate sheet, if needed)						
Sl. No.	Examination passed	Division	% of marks	Subject	Year of passing	Board/ University	Distinction achieved if any
a.							
b.							
c.							
d.							

12. Knowledge of Urdu (Yes/No):

13. Any vigilance / Disciplinary/ Legal matter is pending against you (Yes/No):

Work Experience (If available)					
Sl. No.	Post held	Employer	Last pay drawn with + AGP	Nature of Assignment	Period with dates
a.					
b.					
c.					
15.	Knowledge of Computer				
16.	Any other relevant information:				
17.	Details of enclosures sent with the application :				

I hereby certify that the above information furnished by me is correct and complete to the best of my knowledge and belief. If anything is found false at any stage, my application may be cancelled without assigning any reason.

Date :

Place :

Signature of the Applicant

**Note:** 1. The documents in support of Academic Qualifications and other criteria must be enclosed and self attested. 2. Experience qualifications will be reckoned on the Date of the publication of the advertisement (i.e. ....). 3. Incomplete applications in any respect will summarily be rejected. 4. No interim correspondence will be entertained from any candidate and all updates to the advertisement including corrigendum, amendment, if any, will be hosted on the website only and the Candidates are advised to check the website periodically for Updates.