**Applications are invited within 15.02.2021 for the following Posts -**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Name of the Posts** | **Number of Vacancy** |
| **01** | **Clerk cum Cashier** | **One Post** |
| **02** | **Peon**  | **One Post** |
| **03** | **Driver** | **One Post** |

**DETAILED INFORMATION:**

1. **Incomplete application will not be entertained.**
2. **The authority will not be responsible for postal delay, if any.**
3. **The qualification, age and pay scale for various categories of posts shall be as prescribed by the Statutory Authorities.**
4. **Excellent performance / experience shall be preferred.**
5. **For the Sl. No.1, the candidates should have minimum 2 years working experience, having minimum Bachelor’s Degree in Commerce and expertise in dealing with accounting software, communication skill with good drafting ability.**
6. **For the Sl.No.2, the candidate should have minimum qualification of 10+2 level is required.**
7. **For the Sl No.3. the candidate should have minimum qualification of Class - VIII and one year driving experience with valid driving license.**
8. **Photocopies of all testimonials, duly self attested, to be enclosed with the application form.**
9. **Detailed information & forms may be downloaded from our website:** [**www.iilsindia.com/coochbehar**](http://www.iilsindia.com/coochbehar)
10. **For extraordinary candidates, salary is no bar.**

 **Teacher-in-Charge**

 **Indian Institute of Legal Studies Cooch Behar**

 **Pundibari : Cooch Behar**