COLLEGE OF ENGINEERING & MANAGEMENT KOLAGHAT

Kolaghat Thermal Power Plant Township (WBPDCL), Purba Medinipur, West Bengal

RECRUITMENT APPLICATION FORM

Student Relations Executive (Admission & Student Support)

Temporary Engagement on Hourly-Wage Basis

Advertisement No.: _____ Advertisement Date: _____

Complete all fields legibly in block letters. Write "N/A" where not applicable. Attach self-attested supporting documents and a signed CV. Use additional signed sheets if required.

01 PERSONAL AND CONTACT DETAILS

Affix recent passport-size photograph

3.5 cm x 4.5 cm

Full name

_____

Parent's / Spouse's name

_____

Date of birth (DD/MM/YYYY): _____ Nationality: _____

Age on 01 January 2026: _____ years _____ months Age relaxation claimed: ☐ Yes ☐ No

If yes, basis and supporting document: _____

Correspondence address: _____

_____

District: _____ State: _____ PIN: _____

Mobile number: _____ Alternate number (optional): _____

Email address: _____

02 ACADEMIC QUALIFICATIONS

Essential qualification: Bachelor's degree in Engineering from AICTE approved Institution OR Master of Science from a Government University.

Qualification / discipline	University / institution	Year passed	Marks % / CGPA

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Applicant's name: _____

03 RELEVANT EMPLOYMENT EXPERIENCE

Provide details of student counselling, telephone counselling or admission support at an educational institution, preferably a Government recognised undergraduate or postgraduate institute. Minimum relevant experience required: three years. List the most recent employment first. Experience in undergraduate teaching, academic coordination, examination-related work or preparation of educational materials may also be mentioned.

Institution and designation	From / To (DD/MM/YYYY)	Duration	Relevant duties

Total relevant experience (excluding overlapping periods): _____ years _____ months

Current employment status and employer

_____

Notice period / earliest possible joining date

_____

04 COMPUTER QUALIFICATIONS AND PRACTICAL SKILLS

Course / certification	Institute / awarding body	Year / duration

Tick one proficiency level in each area.

Skill area	Basic	Working	Advanced
Word processing and document preparation	☐	☐	☐
Spreadsheets and enquiry databases	☐	☐	☐
Email, online forms and data entry	☐	☐	☐
Desktop publishing / educational materials	☐	☐	☐

05 LANGUAGE PROFICIENCY

Tick all abilities that apply.

Bengali	☐ Speak	☐ Read	☐ Write
Hindi	☐ Speak	☐ Read	☐ Write
English	☐ Speak	☐ Read	☐ Write

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06 ADDITIONAL EXPERIENCE AND SUITABILITY

Describe your suitability for admission counselling and student support. Include relevant teaching, academic coordination, outreach, record maintenance and guardian interaction experience.

_____

_____

07 DOCUMENTS ENCLOSED

Tick the documents enclosed. Submit self-attested copies where applicable.

☐ Signed detailed CV and recent photograph

☐ Proof of date of birth

☐ Academic qualification certificates and marksheets

☐ Computer / Desktop Publishing qualification certificates, if applicable

☐ Previous appointment letters and experience certificates

☐ Supporting document for age relaxation, if claimed

Original documents must be produced for verification when called. The College may also seek appointment letters, salary statements / pay slips and corresponding bank statements at the interview.

08 APPLICANT'S DECLARATION

I declare that the information furnished in this application and its enclosures is true and complete to the best of my knowledge and belief. I understand that false information or suppression of material facts may lead to rejection of my application or appropriate action after appointment, subject to applicable procedure.

I have read the recruitment advertisement and understand the eligibility criteria, selection procedure, temporary nature of engagement and remuneration and conditions of engagement. I understand that applying does not guarantee shortlisting or appointment.

If engaged, I shall maintain utmost confidentiality of all sensitive College information, including data, contact details and records of prospective students and their guardians. I shall use such information solely for authorised official duties and shall not share, disclose or make it accessible to anyone other than the Admission In-charge or the competent authority of the College. I agree to submit a separate signed confidentiality undertaking if required by the College.

Place: _____ Date: _____

Signature of applicant: _____ Name: _____

09 SUBMISSION DETAILS

Submit the signed application and enclosures to the Registrar, College of Engineering & Management, Kolaghat, KTPP Township (WBPDCL), Purba Medinipur, West Bengal, or by email to recruitment@cemk.ac.in, as specified in the advertisement.

Email subject / Envelope superscription: Application for Student Relations Executive (Admission & Student Support) - Temporary Engagement

Submit by the deadline stated in the recruitment advertisement.