



Government of West Bengal
Office of the Project Officer-cum-District Welfare Officer
Backward Classes Welfare & Tribal Development,
Murshidabad.

Memo No.: 1358 /Adv./BCW/Msd.

Date: 04.09.2024

NOTICE

In pursuance of Memo No.: I/474393/2024 dated: 15.01.2024 of Senior Deputy Secretary to the Government of West Bengal, Tribal Development Department, Applications are invited in prescribed format, appended with the notice, from Indian citizens who are resident of Berhampore Municipality or Berhampore Block for the following posts of Central Hostels (ST) at Berhampore, Murshidabad on purely temporary & contractual basis under the Tribal Development Department, Government of West Bengal. The relevant particulars like post, qualification, age limit, gender, monthly remuneration and anticipated vacancy position is stated in the following table.

SL. No.	Name of the Post	Vacancy	Gender Category for the Post	Age as on 01/01/2024	Educational Qualification and Experience	Other Preferred Qualification	Other Qualification	Salary Per Month (Consolidated)
01	Superintendent (Central hostel for ST Boys)	01 (UR)	Male	18-40 years	Graduate from any recognized University		Permanent Resident of Berhampore Block or Berhampore Municipality	Rs. 15000/-
02	Superintendent (Central Hostel for ST Girls).	01 (UR)	Female					
03	Caretaker (Central hostel for ST Boys)	01 (UR)	Male	18-40 years	Madhyamik / 10 th standard passed from any recognized Board	Ability to read and write in Bengali & English and Speak in Bengali	Permanent Resident of Berhampore Block or Berhampore Municipality	Rs. 9000/-
04	Matron (Central Hostel for ST Girls)	01 (UR)	Female	18-40 years	Madhyamik / 10 th standard passed from a recognized Board	Ability to read and write in Bengali & English and Speak in Bengali	Permanent Resident of Berhampore Block or Berhampore Municipality	Rs. 9000/-

05	Cook (Central Hostel for ST Boys)	01 (UR)	Male	18-40 years	Candidate must have knowledge of cooking local food and experience with cooking skill.	Ability to read, write and Speak in Bengali.	Permanent Resident of Berhampore Block or Berhampore Municipality	Rs. 7000/-
06	Cook (Central Hostel for ST Girls)	01 (UR)	Female					
07	Helper (Central Hostel for ST Boys)	01 (UR)	Male	18-40 years	Candidate must have knowledge of cooking local food and experience with cooking skill.	Ability to read, write and Speak in Bengali.	Permanent Resident of Berhampore Block or Berhampore Municipality	Rs. 5000/-
08	Helper (Central Hostel for ST Girls)	01 (UR)	Female					
09	Karmabandhu (Central Hostel for ST Girls & Central Hostel for ST Boys)	02 (UR)	Male=2	18-40 years	Candidate with work experience and skill of Karmabandhu	Ability to read, write and Speak in Bengali.	Permanent Resident of Berhampore Block or Berhampore Municipality	Rs. 3000/-
10	DCNG (Darwan cum Night Guard.) (Central Hostel for ST Girls & Central Hostel for ST Boys)	02 (UR)	Male=2	18-40 years	Physically fit certificate of registered Doctor.	Ability to read, write and Speak in Bengali.	Permanent Resident of Berhampore Block or Berhampore Municipality	Rs. 6000/-

1. GENERAL INFORMATION:

- Qualification as stated in the table must be possessed by the candidate as on 01.01.2024. If it is found during verification of testimonials at any later stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his / her candidature shall be summarily rejected.
- A candidate may apply for one post only.
- Upper age limit is relaxable as per Government's norms.

2. Selection Procedure:

The written examination will have objective type/ multiple choice questions for the post mentioned in SI no.1,2 and 3,4. The subjects and the distribution of marks are as follows:

SI No	Name of Post	Subject for Written Exam	Written Examination	Viva-voce
1,2	Superintendent	English, Bengali, General Knowledge, & Arithmetic	100	25
3	Caretaker	English, Bengali, General Knowledge, & Arithmetic	100	25
4	Matron	English, Bengali, General Knowledge, & Arithmetic	100	25
5	Cook	-	-	25
6	Helper	-	-	25
7	Karmabandhu	-	-	25
8	DCNG (Darwan cum Night uard)	-	-	25

- a) Admit card for written exam will be sent by post. Venue & time of written examination will be mentioned in admit card.
- b) The short-listed candidates in the written examination will be called for Viva Voce for the post as mentioned in table above in serial no.1,2 and 3,4.
- c) Only Viva Voce test will be conducted for the post as mentioned in table above in serial no.-5,6,7 and 8.
- d) The final merit list & panel of wait listed candidates will be prepared on the basis of total marks obtained in the Written Examination and the Viva-Voce test for the post as mentioned in table above in serial no. 1,2 and 3,4.
- e) The final merit list & panel of wait listed candidates will be prepared on the basis of total marks obtained in the Viva-Voce test for the post as mentioned in table above in serial no. 5,6,7 and 8.
- f) The District Level Selection committee, Murshidabad reserves the right to reject any application not properly submitted. No application will be allowed to submit after Last date.
- g) Valid Candidate for the posts of Cook, Helper, Karmabandhu & DCNG (Darwan cum Night Guard) will be called for Viva-Voce only.
- h) The short-listed candidates for viva-voce shall bring the documents in original and self-attested photocopies (for submission) in respect of identity proof, academic qualification, required qualification, caste certificate (if any), age proof, experience certificate (if any), etc. for verification.
- i) No TA/DA will be provided to attend this written examination and Viva- voce.
- j) The authority reserves the right to change the procedure of any examination on the vacancy mentioned in this notice at any stage prior to selection.
- k) The engagements of the above posts are **purely on contract basis**. The candidate selected for the engagement need to accept this clause in the form of a notarized affidavit under their signature.

3. How to apply:

- a) Application Mode: OFFLINE (by post or drop box).
- b) Typed application form to be filled in as appended with notice.
- c) No other means of submission will be accepted.
- d) Commencement of submission of application from 04.09.2024
- e) Last date of submission of application is 17.09.2024.
- f) Place of the submission of application: Drop Box kept at the Room No.: 313, New Administrative Building, Berhampore, Murshidabad.
- g) Tentative date of Viva-voce test for the Post of Cook, Helper, Karmabandhu & DCNG (Darwan cum Night Guard) is on and from 27.09.2024 and exact date and time for the said test will be intimated through call letter.
- h) Application form duly filled in addressed to the P.O-CUM-D.W.O, BCW&TD, Office of the District Magistrate, Murshidabad, superscribed by envelop to be dropped in drop box kept at the Room No.: 313, New Administrative Building, Berhampore, Murshidabad, Pin- 742101 or may be sent by post (except 08/09/24, 15/09/24 and 16/09/24).
- i) Name of the Post applied for must be mentioned on the Envelop to be dropped/sent.
- j) No application through Currier is entertained.


4. Documents to be enclosed:

A) For Superintendent, Caretaker & Matron:

- 1) Proof of Age.
- 2) Proof of permanent residence.
- 3) Caste Certificate (if applicable).
- 4) Aadhaar Card.
- 5) Voter Card.
- 6) Proof of Educational Qualification.
- 7) Three Passport Size Photo with self-attested (One to be pasted on the application form and other two to be pasted on admit and counterfoil thereof by the candidate): This photo must be retained by the candidate with himself/herself for production at any later stage.

B) For Cook, Helper, Karmabandhu & DCNG (Darwan cum Night Guard):

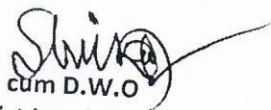
- 1) Proof of Age.
 - 2) Proof of permanent residence.
 - 3) Caste Certificate, (if applicable).
 - 4) Aadhaar Card.
 - 5) Voter Card.
 - 6) Experience Certificate, if any.
 - 7) Three Passport Size Photo with self-attested (One to be pasted on the application form and other two to be pasted on call letter and its counterfoil thereof) the specification of the Photo will be as mentioned for the same of Superintendent, Caretaker & Matron.
5. Candidates are advised to follow for updated information regarding Admit, date of examination, viva-voce etc. from time to time through Murshidabad District website: www.murshidabad.gov.in
 6. Application once submitted, shall be treated as final. No request for incorporating any changes in the application form shall be entertained after submission of the same. Any omission/wrong information in the application cannot be excused and will lead to rejection of the application or candidature at any stage of the selection process without further intimation. The conditions prescribed cannot be relaxed.
 7. Application not duly filled in, found incomplete or defective in any respect will be liable to rejection. If any statements made by the candidate are subsequently at any stage found to be false, his/her candidature will be liable to be cancelled, and even if engaged to the post on the basis of the selection procedure, his/her service shall be liable to terminated.
 8. Date of Birth as recorded in the Admit Card/ Certificate of Madhyamik Pariksha or equivalent examination only shall be accepted as a valid proof for verification of age for the post of Superintendent, Caretaker and Matron.
 9. For the posts of COOK, HELPER, KARMABANDHU & DCNG (Darwan Cum Night Guard) Birth Certificate/ School Certificate etc., mentioning date of birth will be accepted as proof of age.
 10. Candidates are required to appear for the Written Examination and viva voce test alongwith Admit Card and with one photo bearing Govt. document. Admit will be dispatched by post. The photo bearing documents to be accepted by the committee for the said purpose are as follows:
Elector's Photo Identity Card (EPIC), UID (Aadhaar Card), Passport, Admit Card of Madhyamik or equivalent examination with photograph, PAN Card, Driving License, Bank Pass Book containing photograph of the candidate or any other photo bearing document issued by the competent Government Authority of West Bengal.
 11. Original Certificates and Testimonials and self-attested copies of all such documents relating to age, qualifications, caste certificate and previous employment will have to be submitted by the candidates as and when the Selection Committee ask for them. If any candidate fails to furnish such certificate or other relevant document or information relation to his/her candidature within the time specified by the Selection Committee, his/her claim for engagement may be passed over without any further reference to him/her.
 12. **Proof of Permanent Residence:** EPIC (Voter Card) will be treated/ considered as proof of permanent residence. If EPIC is not available, certificate from the M.P concerned/ Sabhadhipati of Murshidabad Zilla Parishad/ M.L.A concerned/ District Magistrate/ Additional District Magistrate/ Sub-Divisional Officer, Berhampore (Sadar)/ Chairman of Berhampore Municipality (applicable for resident of Berhampore Municipality) will be considered/ treated as proof of permanent residence. Selected candidate for engagement shall have to be submitted before the competent authority, failing which his/ her candidature will be liable to be cancelled.
 13. The Selection committee will hold the absolute jurisdiction regarding preparation of panel for aforesaid vacant posts of Superintendent, Caretaker/Matron, Cook, Helper, Karmabandhu and DCNG (Darwan cum Night Guard). The decision of Selection Committee regarding the preparation of the panel will be final.


P.O. cum D.W.O
Convener Member, District Level Selection Committee
Murshidabad

04/09/2024

Copy forwarded for information with the request to display the notice in his notice board to the:

- 1) The District Land & Land Reforms Officer, Murshidabad.
- 2) The Additional District Magistrate (Gen.), Murshidabad.
- 3) The Additional District Magistrate (ZP), Murshidabad.
- 4) The Sub-Divisional Officer, Berhampore (Sadar) Sub-Division.
- 5) The Block Development Officer, Berhampore Development Block, Murshidabad. He is also requested to arrange to send the notice to the Pradhans (all of his 17 GPs under his jurisdiction) so as to display at the notice board of GPs.
- 6) The District Informatics Officer, N.I.C, Murshidabad with a request to publish it in the District Website for wide publicity.
- 7) The Chairman, Berhampore Municipality with a request to display in office Notice Board for wide publicity.
- 8) The P.A to the District Magistrate, Murshidabad for kind appraisal of the authority.


P.O. cum D.W.O
Convener Member, District Level Selection Committee
Murshidabad

04/09/2024



APPLICATION FORM

(B)

The P.O-Cum-D.W.O,
Backward Classes Welfare & Tribal Development Department,
Berhampore, Murshidabad.

Paste one copy of
recent self
attested passport
size colour
photograph

Sub: Application for the post of the COOK/ HELPER/DCNG/KARMABANDHU: (_____)
(Tick the post to be applied for and fill in the Blank)

PARTICULARS :

1. Name in full (Block Letter) :

2. Father's /Husband's Name :

3. Date of Birth (Age as on 01.01.2024) :

4. Present Address : Village / Ward No. _____
P.O. _____ P.S. _____ Block/Municipality _____
Dist _____ Pin. _____
Contact No. (Mobile) _____ Email. _____

5. Permanent Address : Village / Ward No. _____
P.O. _____ P.S. _____ Block/Municipality _____
Dist _____ Pin. _____

6. Educational Qualification :

Sl.No.	Name of Examination	Board/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks.

7. Whether SC/ST/OBC :
(Copy to be enclosed)

8. Experience, if any :

I declare that the information stated above is true to the best of my knowledge & belief.

ENCLOSURE:

- Proof of Age.
- Proof of permanent residence.
- Caste Certificate (if applicable).
- Aadhaar Card.
- EPIC (Voter Card).
- Experience Certificate, if any.
- Three Passport Size Photo with self attested (One paste on the application form).

Date: _____

Place: _____

(Signature in full)



APPLICATION FORM

(A)

To
The P.O-Cum-D.W.O,
Backward Classes Welfare & Tribal Development Department,
Berhampore, Murshidabad.

Paste one copy of
recent self
attested passport
size colour
photograph

Sub: Application for the post of SUPERINTENDENT/CARETAKER/MATRON: (_____)
(Tick the post to be applied for and fill in the Blank)

PARTICULARS :

1. Name in full (Block Letter) :

2. Father's /Husband's Name :

3. Date of Birth (Age as on 01.01.2024) :

4. Present Address : Village / Ward No. _____
P.O. _____ P.S. _____ Block/Municipality _____
Dist. _____ Pin. _____
Contact No. (Mobile) _____ Email. _____

5. Permanent Address : Village / Ward No. _____
P.O. _____ P.S. _____ Block/Municipality _____
Dist. _____ Pin. _____

6. Educational Qualification :

Sl.No.	Name of Examination	Board/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks.

7. Whether SC/ST/OBC :
(Copy to be enclosed)

8. Experience, if any :

I declare that the information stated above is true to the best of my knowledge & belief.

ENCLOSURE:

- i) Proof of Age.
- ii) Proof of permanent residence.
- iii) Caste Certificate (if applicable).
- iv) Proof of Educational Qualification.
- v) Aadhaar Card.
- vi) EPIC(Voter Card).
- vii) Three Passport Size Photo with self attested (One paste on the application form).

Date: _____

Place: _____

(Signature in full)

