



Govt. of West Bengal
Office of the Project Officer cum District Welfare Officer
Backward Classes Welfare & Tribal Development
Dakshin Dinajpur, Balurghat

No.: 1424 /BCWTD(DD)

Date: 29 / 07/2024

**ADVERTISEMENT NOTICE FOR ENGAGEMENT OF SUPPORT STAFFS UNDER
DAKSHIN DINAJPUR**

In pursuance of order no. I/474393/2024 dt. 15th January, 2024, & vide **Memo No. 839-BCW/5S-03/2013** dated, **Kolkata, the 15th March 2017** of the Commissioner, Backward Classes Welfare Department, Government of West Bengal & order No 1030/BCWTD(H) Dtd.13.03.2024 of the Additional Director, BCWTD Govt. of West Bengal, application against vacancy available at **ST Central Hostel for Girls at Sahebkachari** are invited from the eligible candidates in prescribed format for engagement of different posts of support staffs as given in the table below for **ST Central Hostel for Girls under Balurghat Municipality** in Dakshin Dinajpur District under the control of the Tribal Development Department, on purely contractual basis. The details of the vacancies, eligibility criteria and general guidelines are as follows:

1. **Details of different posts and eligible criteria:**

Name & No. of Post	Name of the post	Name of the Hostel	Total No. of Vacancy	Category (Single Post)
	1. Superintendent (Female)	ST Central Hostel for Girls, Sahebkachhari,	1	Unreserved
	2. Matron (Female)		1	
	3. Cook (Female)		1	
	4. Helper (Female)		1	
	5. Darwan-cum-Night Guard (Male)		1	
	6. Karmabandhu (Part-Time) (Female)		1	
Remuneration	1. Superintendent: Rs. 15000/- per month 2. Matron: Rs. 9000/- per month 3. Cook: Rs. 7000/- per month 4. Helper: Rs. 5000/- per month 5. Darwan-Cum-Night Guard: Rs. 6000/- per month 6. Karmabandhu (Part-Time): Rs. 3000/- per month			

Minimum Educational Qualification	1. Superintendent: Graduation from recognized University. 2. Matron: Madhyamik passed or equivalent 3. Cook: Class VIII passed 4. Helper: Class VIII passed 5. Darwan-Cum-Night Guard: Class VIII passed 6. Karamabandhu (Part-Time): Class VIII passed
Mode of Selection	1. Superintendent and Matron: a) Written Test: (General English, Bengali, Elementary Arithmetic and General Knowledge: 100 Marks b) Interview: 25 Marks 2. Cook, Helper, Darwan-Cum-Night Guard & Karmabandhu: Only Interview
Age (as on 01.01.2024)	Minimum 18 Yrs, Maximum 40 Yrs. Relaxation of age will be given to SC/ST/OBC candidates as per extant norms.
Experience	Preference will be given to the candidates having experience in similar kind of job.

2. **General Information and Instructions for Applicants:**

- (i) The applicant should read the details of different posts and eligibility criteria carefully before applying for the post.
- (ii) The applicant should be a resident of West Bengal.
- (iii) The applicant should apply in prescribed proforma furnishing his/her particulars through online: <https://recruitmentdd.in>
- (iv) The last date of submission of Application is **13/08/2024 upto 16:00 Hours.**
- (v) The office shall not be responsible for delay in submission of applications through online. **Any applications after 13/08/2024 4:00 Hours shall not be entertained.**
- (vi) Application form not properly filed in/or incomplete Application form will be summarily rejected.
- (vii) Multiple applications submitted by a candidate for the same post shall lead to disqualification of his/ her candidature.
- (viii) Applicants are requested to visit the district website (www.ddinajpur.nic.in) and <https://recruitmentdd.in> regularly for any subsequent information / updates in this regard.
- (ix) Date, Time and Venue for written examination of the eligible candidates for the post bearing Sl. No. 1 & 2 will be intimated at the time of issue of admit card.
- (x) Date, Time and Venue for Interview of selected candidates for the post bearing Sl. No. 1 & 2 will be intimated later.
- (xi) Venue for Interview of the eligible candidates for the post bearing Sl. No. 3, 4, 5 & 6 will be intimated later.
- (xii) Candidature of any candidate shall be rejected if found not eligible at any stage even after appearance for the examination / interview.
- (xiii) The District Level Selection Committee reserves the right to cancel the recruitment process at any stage without assigning any reason thereof. The decisions of the District Level Selection Committee in any case shall be final.
- (xiv) No TA/DA will be allowed for appearing the Written Test and Interview.
- (xv) The engagement will be made purely on contractual basis and the same will not be regularized in future by any means.

3. **Tentative Schedule:**

Sl. No.	Programme	Tentative date
1	Date of start for inviting Application	01/08/2024
2	Last date of submission of Application	13/08/2024
3	Publication of eligible candidates for Written Examination	16/08/2024
4	Issue of Admit Card for Written Examination	22/08/2024
5	Redressal (if any)	29/08/2024
6	Written Examination (For the post of Superintendent and Matron)	08/09/2024
7	Interview for the post of Superintendent and Matron	Date of interview will be intimated later
8	Interview (For the post of Cook & Helper)	12/09/2024
9	Interview (for the post Darwan-Cum-Night Guard and Karmabandhu)	13/09/2024

Dates are tentative, any change in programme will be published in www.ddinajpur.nic.in & <https://recruitmentdd.in>

4. **Documents to be uploaded during filling up of application**

- Self-attested copy of Age proof (Admit Card of Madhyamik / Secondary Examination)
- Self-attested copy of Identity proof (Voter's Identity Card / Aadhaar Card/ Driving License/ PAN Card)
- Residential certificate issued by MP/ MLA/ SDO/ BDO/ Pradhan/ Municipality Councilor (Any one)
- Self-attested copy of Mark-Sheet showing Educational Qualification, as per post applied. (**For the post Cook, Helper, Darwan-Cum-Night Guard and Karmabandhu, the Mark-Sheet of Class VIII issued by the schools**)
- Passport size-coloured photographs to be uploaded.
- Experience Certificate, as per post applied.
- Working experience certificate, as per post applied.



Chairman,
District Level Selection Committee,
Dakshin Dinajpur, Balurghat

Copy forwarded for information and necessary action to:

1. The Principal Secretary, Tribal Development Department, to the Govt. of West Bengal, Adivasi Bhawan, Premises No. 2221, Action Area-III A, Rajarhat-Newtown, Kolkata- 700156,
2. The Secretary, Backward Classes Welfare, Administrative Building, DJ-4, Sector-II, Salt Lake City, Kolkata-700091,
3. The Commissioner, Backward Classes Welfare & Tribal Development Directorate, 8, Lyon Range, Mitra Building, 2nd Floor, Kolkata-700001
4. The Special Secretary to the Govt. of West Bengal, TDD, Kolkata- 700091
5. The Additional Director, Backward Classes Welfare & Tribal Development Directorate, Govt. of West Bengal, 8, Lyons Range, Kolkata- 700001
6. The District Magistrate, Dakshin Dinajpur
7. The Additional District Magistrate (Gen), Dakshin Dinajpur
8. The Project Officer cum District Welfare Officer, BCW&TD, Dakshin Dinajpur
9. The District Informatics Officer, (DIO, NIC), Dakshin Dinajpur, with the request to publish the notice to the website of Dakshin Dinajpur district in www.ddinajpur.nic.in
- 10-11. The Sub-Divisional Officer, _____ Sub-Division, Dakshin Dinajpur
- 12-19. The Block Development Officer, _____ Development Block, Dakshin Dinajpur
20. Office Notice Board



Chairman,
District Level Selection Committee,
Dakshin Dinajpur, Balurghat