

**Government of West Bengal  
Office of the District Magistrate,  
DakshinDinajpur, Balurghat  
Social Welfare Section  
(District Child Protection Unit)**



MEMO NO. 10 /DCPU/DD

DATE- 14 /01/2025

**Recruitment Notice**

In order to fill up the post of **Bench Clerk** on contractual basis in the Juvenile Justice Board , Dakshin Dinajpur for the implementation of the Integrated Child Protection Scheme (ICPS); applications are invited from the bona fide Indian citizens in online prescribed format, in district official website <https://recruitmentdd.in>

The details of the vacancy , eligibility criteria and other general guidelines of are as follows :-

Sl. No.	Name of the Post	No of Post/Category	Age	Minimum Educational Qualifications	Remuneration
	<b>Bench Clerk</b>	<b>01(UR)</b>	<b>21-40 Yrs as on 14.01.2025</b>	<b>Higher Secondary. Knowledge in computer is essential</b>	<b>Rs.13,500/- per month consolidated without annual enhancement</b>

**Terms and conditions :-**

**Online Registration** Applicants shall apply for the post by submitting their applications through official website of Dakshin Dinajpur <https://recruitmentdd.in> through online submission.



1. An Application Form along with a unique registration number will be generated automatically thereafter.
2. This registration number shall be preserved for any future reference and generation of Admit card etc.
3. After filling up and submission of Application Form properly , a print out shall be taken for future reference
4. No edit option after final submission will be available.
5. Willing candidates can apply online with effect from **15.01.2025 to 15.02.2025.**

**Documents to be uploaded at the time of application ::**

1. Age proof (Birth certificate/Admit card of Madhyamik Examination/Secondary Examination)
2. Residential proof(Voters Identity card/Aadhar card/Residential certificate)
3. Educational Qualification (Mark Sheets & certificates as per the post applied).
4. Experience in Computer operation : certificate from recognized institution wherever applicable.
5. Work Experience certificate, if any as per the post applied.

**Other conditions:-**

1. The reference date for minimum and maximum age is as on **14.01.2025 i.e., the date of advertisement.**
2. The District level Selection Committee reserves the rights to cancel any applications not properly filled in or any other genuine causes. Admit card to be downloaded from the official website <https://recruitmentdd.in>
3. After generation of admit card , a printout is to be taken.
4. The lower part of the admit card is to be signed by the candidate in presence of the invigilator on the day of examination and to be handed over to the invigilator .
5. The candidate shall have to bring with him/her any of photo ID proof such as Passport/Admit card of Madhyamik or equivalent examination with photograph/ Driving License/Aadhaar card/PAN card/Bank pass Book with photograph of which number he/she had uploaded during registration of application. The candidate shall have to bring self attested photocopies of mark sheets, age proof certificate, residential proof certificate, computer certificate & these are to be submitted during verification on the day of





- examination(Computer Test, Viva-voce ). The candidates shall have to bring two identical passport size photographs while verification.
6. Candidate without Admit card and the photo ID document as mentioned above shall not be allowed to enter the examination hall during written examination.
  7. Candidates must abide by the instructions as to be given by the invigilator of the examination hall. If the candidate fails to do so or indulges any improper conduct the candidate will render himself/herself liable for expulsion from the examination hall and/or such other punishment as the District Level Selection Committee will deem fit to impose.
  8. Use of mobile phones, calculators and any type of electronic gadgets are strictly prohibited in the examination hall. Use of the same will lead to cancellation of candidature without giving the opportunity of being heard.
  9. Print out of online submission of application can neither be claimed as a proof of application, nor accept as a admission pass to appear in the examination. Only admit card and other document as mentioned above will be considered at the time of examination.
  10. Incomplete application will summarily be rejected.
  11. Admission to appear in the examination is purely provisional subject to verification of eligibility at later stage by verification of hard copies of original testimonials. Candidature of a candidate shall be rejected straightway if found not eligible at any stage of recruitment.

### **Details of Examination**

1. The written examination will be of 80 (Eighty) marks
2. Computer test will be of 10 (Ten) Marks for successful candidates who succeed in the written test.
3. Candidates who succeed in the computer test, need to appear at viva voce test carrying 10 (Ten) Marks.
4. Candidates who succeed in the computer test will be called for appearing in the viva voce test in 1:5 ratio as per merit list against the total number of vacancy in a particular post.

### **Syllabus:**

English, Bengali, Mathematics and General Knowledge will be the syllabus of the written examination.





**The date of written test will be published in due course in the District official website : <https://recruitmentdd.in>**


**General instructions :-**

1. No TA & DA is admissible for attending written/Computer/Viva Voce Test.
2. A candidate in service of Government, a local or statutory body is required to submit 'No Objection Certificate' from present employer. No Objection Certificate from present employer has to be furnished if selected for appointment.
3. Candidates who knowingly or willfully furnished incorrect or false particulars or suppress information will be disqualified, and if appointed, will be liable to termination of service.
4. The District Level Selection Committee will reserve the right to summarily reject any application for suppressing any information /documents /facts relating to age, educational qualification ,caste etc and in case of incomplete application, it also reserves the right to cancel/postpone/suspend any engagement to aforesaid post at any point of time.
5. Any canvassing or adopting unfair means will lead to cancellation of candidature.
6. In case of any dispute the decision of District level Selection Committee shall be the final.
7. Tenure of the engagement will be for one year on contractual basis and can be terminated before tenure in case of unsatisfactory performance.
8. Police verification and medical examination will have to be done after joining.

**Submission of Application :-**

Candidates must submit their applications within the closing date (i.e. **15.02.2025 at 5.30 p.m.**) through District official website <https://recruitmentdd.in>

**Closing date for receipt of application :- 15.02.2025 at 5.30 p.m.**

  
**Additional District Magistrate(SW)**  
**Dakshin Dinajpur**  
Additional District Magistrate  
&  
District Land & Land Reforms Officer  
Dakshin Dinajpur, Bahurghat



**Memo No:** 10 /1(23)/DCPU/ DD

**Date:** 14/01/2025

Copy forwarded for information and taking necessary action to:

1. The secretary , Department of WCD& SW, Govt. of West Bengal , 10<sup>th</sup> floor , Bikash Bhavan, Salt Lake City, Kolkata
2. The Director of Social Welfare , Govt. of West Bengal.
3. The Director ,Child Rights and Trafficking , Govt. of West Bengal
4. The Jt. Secretary, Department of WCD & SW, Govt. of West Bengal, 10<sup>th</sup> Floor, Bikash Bhavan, Salt Lake City, Kolkata-700091
5. The Chief Medical Officer of Health Dakshin Dinajpur.
  
- 6-7. The Sub Divisional Officer, Balurghat (Sadar)/ Gangarampur at Buiadpur, Dakshin Dinajpur for publicity.
  
8. The, Officer-in-Charge, Examination, Dakshin Dinajpur
  
- 9-16. The Block Development Officer,(All), Dakshin Dinajpur for publicity.
  
17. The District Information & Culture Officer, Dakshin Dinajpur , with a request for wide circulation of the notice.
  
18. The District Social Welfare Officer, Dakshin Dinajpur.
  
19. The DIO, NIC, Dakshin Dinajpur with a request to upload the advertisement and prescribed application format (enclosed)on the District Website.
  
20. The Superintendent, Subhayan Home for Boys, Balurghat.
  
21. The CA to District Magistrate, Dakshin Dinajpur.
  
22. The CA to Addl. District Magistrate (SW), Dakshin Dinajpur.
  
23. Office Notice Board.

**Additional District Magistrate(SW)  
Dakshin Dinajpur**

*Additional District Magistrate  
&  
District Land & Land Reforms Officer  
Dakshin Dinajpur, Balurghat*