



Government of West Bengal
Office of the District Magistrate & Collector
Dakshin Dinajpur: Balurghat

Backward Classes Welfare & Tribal Development Section

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Memo No.: 100 /BCW&TD(DD)/PBAKOSP

Dated: 11/01/2024.

Advertisement Notice

In order to fill up the post of Care Taker/Male sweeper/Group D (Female)/ Night Guard/ Lab attendant/ Cook/ Helper to cook on contractual basis in the Eklabya Model Residential School, Kuarsai, Buniadpur, Dakshin Dinajpur, online application are invited through the District Website "www.recruitmentdd.in" or www.ddinajpur.nic.in from the eligible candidates for engagement of post purely contractual basis from 13.01.2024 to 29.01.2024.

The candidates must submit their applications through online only. Application form not purely filled in or incomplete is liable to be cancelled.

Relevant important information for the post of Care Taker/Male sweeper/Group D (Female)/ Night Guard/ Lab attendant/ Cook/ Helper to cook.

Name of the post	Care Taker, Male Sweeper, Group D (Female), Night Guard, Lab-attendant, Cook, Helper to Cook
No. of Vacancy	11
Residential Criteria	Has to be a permanent resident of Dakshin Dinajpur, local residents will be preferred.
Category	For Caker taker, Male (01,UR), For Sweeper, Male 01(SC), For Group D Female 01 (UR), For Night Guard Male 01(SC), Male 01(UR EC). For Lab attendant, 01(UR), For Cook, Male 02(01 UR, 01 UR EC), Female 01(SC). For Helper to Cook Male 01(UR EC), Female 01(SC).
Office	PO-CUM-DWO, Dakshin Dinajpur
Age	not more than 40 years, age relaxation shall be as per existing government rules.
Essential Qualification	For, care taker the applicant should be graduate from a recognized university. Other than Care Taker, the applicant should be VIII passed.
Job Responsibility	According to category
Remuneration	For care taker-Rs.17000 per month, For sweeper-Rs.11000, For Group D- Rs.12000, For Night Guard- Rs.12000, For Lab attendant-Rs.15000, For Cook-Rs.12000, For Helper to Cook- Rs.11000
Tenure of service	One year on yearly contract

Mode of selection:- For Care Taker, Male Sweeper, Group D (Female), Night Guard, Lab-attendant/ Cook, Helper to Cook written examination and walk-in-interview will be done.

Terms and Conditions:-

- 1) Applicants shall apply for the post by submitting their applications through official website of Dakshin Dinajpur District. "www.recruitmentdd.in" or www.ddinajpur.nic.in through online submission.
- 2) An application form along with a unique registration number will be generated automatically thereafter.
- 3) The registration number shall be preserved for any future reference and generation of admit card etc.
- 4) After filling up an submission of application form properly, a print out shall be taken for future reference.
- 5) No edit option after final submission will be available
- 6) Willing candidates can apply online with effect from 13.01.2024 to 29.01.2024.

- 7) Documents to be uploaded at the time of application:-a)Age Proof(Birth Certificate/Admit of Madhyamik examination/any valid document.b) Residential Proof(Voter ID card/Adhar card/residential certificate)
c) Educational Qualification Mark Sheet& Certificate as per post applied.d) Work experience certificate, if any as per post applied.
e) One candidate could apply for only one post.

Other conditions:-

- 1)The reference date for minimum and maximum age is an on 01.01.2024.
- 2) The District Level Selection Committee reserves the rights to cancel any application not properly filled in or any other genuine causes.
- 3) Admit card to be downloaded from the official website of www.ddinajpur.nic.in.
- 4) After generation of admit card a print out is to be taken
- 5) The candidate shall have to bring with him/her any valid photo ID proof.
- 6) Candidate without Admit Card and the valid Photo ID document shall not be allowed to enter the examination hall .
- 7) The candidate shall have bring two passport size photograph.
- 8)Use of mobile phones/calculators/and any type of electronic gadgets is strictly prohibited in the examination hall. Use the same will lead to cancellation of candidature without giving the opportunity of being heard.
- 9) Incomplete application will be summarily rejected.

General Instructions:-

- 1) No TA and DA is admissible for attending examination.
- 2) Candidates who knowing of willfully furnished incorrect or false particulars or suppress information will be disqualified, and if appointed, will be liable to termination of service.
- 3)The District Selection Committee will reserve the right to summarily reject any application for suppressing any information/documents/facts relating to age/qualification/residential proof etc. and incomplete application it also reserves the right to cancel/postpone/suspend any engagement to any aforesaid post at any point of time. In case of any dispute the district level selection committee shall be the final.
- 4) Tenure of the engagement will be for one year(01) on contractual basis and can be terminated before tenure in case of unsatisfactory performance.

Submission of application:-

Candidates must submit their applications within the closing date (29.01.2024) at 5.00 PM.

Project Officer-cum-District Welfare Officer
Backward Classes Welfare & Tribal Development , Dakshin Dinajpur
&
Member Secretary PBAKOP,District Committee, Dakshin Dinajpur

Memo No.: 100 /1(18) /BCW&TD(DD)/PBAKOSP

Dated: 11/01/2024.

Copy forwarded for information taking necessary to:-

- 1.The Secretary to the Government t of West Bengal, TD Department.
- 2.The Commissioner, BCW & TD Directorate, 8, Lyons Range, Kolkata-700001.
- 3-4.The Sub-Divisional Officer,Balurghat (Sadar)/ Gangarampur at Buniadpur for publicity
- 5-12.The Block Development Officer, (All), Dakshin Dinajpur for publicity.
13. District informatics Officer, NIC, Dakshin Dinajpur with request tot upload the advertisement and prescribed application format(enclosed) on the District Website.
14. The District Information & Cultural Officer, Dakshin Dinajpur with a request to display the recruitment advertisement Notice in your office notice board.
- 15.The Principal, EMRS, Kuarsai, Karkha, Buniadpur, Dakshin Dinajpur.
- 16.C.A. to the District Magistrate, Dakshin Dinajpur.
17. C.A. to the Additional District Magistrate (BCW), Dakshin Dinajpur.
18. For office Notice Board.

Project Officer-cum-District Welfare Officer
Backward Classes Welfare & Tribal Development , Dakshin Dinajpur
&
Member Secretary PBAKOP,District Committee, Dakshin Dinajpur

APPLICATION FORMAT

To
The Project Officer-cum-District Welfare Officer
Backward Classes Welfare & Tribal Development, Dakshin Dinajpur
Administrative Building (2nd Floor), PO & PS Balurghat, Dakshin Dinajpur-733101

Please affix
recent
passport size
photograph
duly self
attested

Subject: Application for the Post of Non-Teaching staff of Eklabya Model Residential School, Kuasai, Buniadpur, Dakshin Dinajpur.

Sir,

In reference to the Advertisement, published in the News Paper dated I would like to apply for the post of Non-Teaching for **Care taker(Boys hostel)/Cook/Helper to Cook/Male sweeper/ Group D-Female /Night Guard/Lab attendant (strike out which is not applicable).**

i) Name of the Applicant ::
(in block Letters)

ii) Father's /Husband's/ Guardian's Name ::

iii) Present Address / Address :: Vill..... P.O..... P.S.....
District..... PIN.....

iv) Permanent Address :: Vill..... P.O..... P.S.....

District..... PIN.....

v) Date of Birth :: vi) Nationality ::

vii) Religion ::

viii) Caste ::, ix) Sub caste ::, x) Caste Certificateno ::

xi) Mobile No :: xii) e mail id ::

xiii) Academic Qualification :

Name of the Examination Passed	Name of the Board/University	Year of passing	Total marks in Examination held	Total marks obtained	% of marks i Aggregate
Madhyamik or equivalent					
Higher Secondary					
Graduate					

xiv) If, any work experience ::

xv) **Declaration:- I hereby declare that the statement made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information found false my candidature is liable to be cancelled. I also declare that in the event of any statement found incomplete in the format, my candidature shall be liable to be rejected.**

Yours faithfully

Place ::

Date ::

.....
(Full Signature of the Applicant)