



Government of West Bengal
Office of the District Welfare Officer
Backward Classes Welfare & Tribal Development,
7, Rishi Bankim Chandra Road
New Collectorate Building (4th Floor), Room No- 16
Howrah, Pin- 711 101.

Phone- (033) 2641-1932

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Memo No: 58 /BCW&TD/HOW

Date: 11.01.24

NOTICE

Online Applications in prescribed format are invited from Indian citizens for the State of West Bengal for the following posts on temporary & contractual basis in Central hostel at Fuleswar Uluberia, Howrah, under Backward Classes Welfare & Tribal Development department, Government of West Bengal run for the welfare of SC and ST boys.

Sl No	Name of post	Vacancy	Gender Category for the post	Reservation Criteria	Age as on 01/01/2024	Educational qualification and Experience	Other Preferred Qualification	Salary per month (consolidated)
01	Superintendent	01	Male	UR	*18-40 years	Graduate	Ability to read write and speak in Bengali, English and Hindi	Rs. 12000/-
02	Caretaker	01	Male	UR	*18-40 years	Madhyamik passed from recognized Board	Ability to read write and speak in Bengali, English and Hindi	Rs. 8000/-
03	Darwan-cum-Night guard (DCNG)	01	Male	UR	*18-40 years	VIII th standard passed & work experience	Ability to read write and speak in Bengali, English and Hindi and work experience in the relevant field with physical fitness certificate of registered doctor	Rs. 3500/-

*Upper age limit is relaxable by 5 (five) years for SC & ST candidates and 3 (three) years for OBC(A) & OBC(B) candidates of West Bengal.

1. GENERAL INFORMATION:

- a) Candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST) and Other Backward Class (OBC)-A & Other Backward Class (OBC)-B Categories will get relaxation of age as per existing Government Rules.
- b) Qualification as stated in the table must be possessed by the candidate on or before the publication of the advertisement.
- c) No claim of being a member of SC / ST / OBC-A / OBC-B Category, as the case may be, will be entertained after submission of the online application wherein initially no such claim has been made earlier.
- d) Selection Procedure: Candidates shortlisted on the basis of eligibility criteria will be eligible to appear for the Written Examination. Candidates for the post of Darwan-cum-Night guard will have to appear for interview with written/practical component only. Accordingly candidates who succeed in the Written Examination, will be called to appear in the Viva Voice Test. The final selection will be determined on the basis of aggregate marks obtained in the written Examination and Viva Voice Test.
- e) Shortlisted candidates shall be called for Walk in Interview for the post of Darwan cum Night guard based on their submitted applications. There is no written test for the post of Darwan-cum-Night Guard.
- f) The appointment of the following posts are purely on contract basis and the same will not be regularized by any means. The candidate selected for the assignments need to accept this clause in the form of a notarized affidavit under their signature.

2. Post wise distribution of Marks for Selection of afore mentioned staff:

A. Distribution of Marks for selection of Superintendent: It will be a two-stage selection process comprised of Written Examination (100 marks) and Viva Voice (25 marks) Test .

a. Written Examination: 100(Hundred) Marks: Syllabus –English, Bengali, General Knowledge & Arithmetic (MCQ - type).

c. Viva Voice: 25 (Twenty five) Marks: The Viva Voice Test will comprise

(ii) Interview : 25 marks

B. Distribution of Marks for selection of Caretaker: It will be a two-stage selection process comprised of Written Examination (100 marks) and Viva Voice (25 marks) Test with written / practical component:

a. Written Examination: 100(Hundred) Marks: Syllabus –English, Bengali, General Knowledge & Arithmetic (MCQ - type) .

c. Viva Voice: 25 (Twenty five) Marks: The Viva Voice Test will comprise

(i) Interview : 25 marks

C. Distribution of Marks for selection of Darwan-cum-Night Guard (DCNG): It will be done on the basis of Walk in Interview of shortlisted candidates of 25 marks.

3. How to apply:

- Online application will be submitted through Google forms using the following link.
<https://forms.gle/iP1CFCEEMf3etq7d6>
- **No other means of submission will be accepted.**
- Commencement of submission of online application from **15/01/2024**

- Closing date of submission of online application is 31/01/2024
- QR code for the application is



- 4. **Candidates are advised to follow & check the instructions & notice published time to time through Howrah District website: www.howrah.gov.in**
- 5. 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 online 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.
- 6. Applications not duly filled in or found incomplete or defective in any respect will be liable to rejection. If any statements made by the candidate be subsequently at any stage found to be false, his/her candidature will be liable to be cancelled, and even if appointed to the post on the basis of the three-stage selection process, his/her service shall be liable to be terminated. In such an event, legal action will also be initiated. Willful suppression of material fact shall also be similarly dealt with.
- 7. The Selection Committee may, at any stage, require of the candidates such further proof or particulars as it may consider necessary, and may cause enquiries about the character or other particulars of the candidates regarding suitability and eligibility.
- 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 and caretaker.
- 9. For the post of Darwan-cum-Night guard Birth certificate or School certificate mentioning date of birth will be accepted as proof of age.
- 10. Candidates are required to appear for the Written Examination and Viva Voice Test with photo bearing documents recognized by the Government as well as the Admit Card/Call Letter for each test. Admit will be dispatched through email and 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), Passport, UID (Aadhar Card), Admit Card of Madhyamik or equivalent with photograph, PAN Card, Driving License, Bank Pass Book containing photograph of the candidate, 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 (SC/ST/OBC-A/OBC-B) and previous employment will have to be submitted by the candidates as and when the Selection Committee asks for them. If any candidate fails to furnish such certificate or other relevant document or information relating to his/her candidature within the time specified by the Selection Committee, his/her claim for appointment may be passed over without any further reference to him/her.
- 12. Canvassing in any form is strictly prohibited and may result in cancellation of candidature.
- 13. The Selection committee will hold the absolute jurisdiction regarding preparation of panel for aforesaid vacant posts of Superintendent, Caretaker and Darwan-cum-Night Guard. The decision of selection committee regarding the preparation of the panel will be final.

Addl. District Magistrate,(Dev.) &
Chairman, District Level Selection Committee
Howrah

Copy forwarded for information to:-

1. The Secretary, Backward Classes Welfare Department, WB, DJ-4, Administrative Building, SDO-Bidhannagar, Saltlake-Sector 2, Kolkata- 700091.
1. The Additional Secretary, Backward Classes Welfare Department, WB, DJ-4, Administrative Building, SDO-Bidhannagar, Saltlake-Sector 2, Kolkata- 700091.
2. Director of CRI, WB
3. The Sub -Divisional Officer, Sadar / Uluberia, Howrah.
4. The DIO, NIC Howrah with a request to take necessary action
5. The DWO, Howrah with a request for taking necessary action for display of the notice in Notice Board of Social Welfare Section.
6. The District Information and Cultural Officer, with a request to arrange for publication of the Notice in one Bengali and one English daily newspaper.

Addl. District Magistrate, (Dev.) &
Chairman, District Level Selection Committee
Howrah