



Government of West Bengal

**Office of the Project Officer-cum-District Welfare Officer
Backward Classes Welfare, Natunchati : Bankura**

PIN Code – 722101, Phone No / Fax No – 03242-254585, 252-699 E-mail – pobankura2018@gmail.com

Memo No. 1139 / BNK/BCW.

Dated: 16/11/2021.

ADVERTISEMENT NOTICE FOR ENGAGEMENT OF SUPERINTENDENT, CARETAKER / MATRON, COOK, HELPER, DARWAN – CUM – NIGHT GUARD AND KARMABANDHU FOR ASHRAM HOSTELS ATTACHED TO PRMAS, CHATRI, RAIPUR AND PRMAS, NANGLA, CHHATNA, BANKURA ON CONTRACTUAL BASIS

Applications are invited from the eligible candidates of Indian citizen in prescribed proforma of application for temporary contractual engagement of Superintendent, Caretaker, Matron Cooks, Helpers, Darwans – cum – Night Guards and Karmabandhus for Ashram hostels attached to PRMAS, Chatri, Raipur Block and PRMAS, Nangla, Chhatna Block in Bankura District under control by the Office of the Project Officer –cum- District Welfare Officer, Backward Classes Welfare & Tribal Development, Bankura.

DETAILS OF POST

| | PRMAS, Chatri, Raipur Block | | PRMAS, Nangla, Chhatna, Block | |
|---|---|--|---|--|
| | Boys Hostel | Girls Hostel | Boys Hostel | Girls Hostel |
| Name and Number of Posts | 1. Superintendent -1 2. Caretaker -1 3. Cook -1 4. Helper -1 5. Darwan –Cum- Night Guard -1 6. Karmabandhu (Part-Time) -1 | 1. Superintendent – 1 2. Matron (only for Female) -1 3. Cook -1 4. Helper -1 5. Darwan –Cum- Night Guard -1 6. Karmabandhu (Part-Time) -1 | 1. Superintendent – 1 2. Caretaker -1 3. Cook -1 4. Helper -1 5. Darwan –Cum- Night Guard -1 6. Karmabandhu (Part-Time) -1 | 1. Superintendent – 1 2. Matron (only for Female) -1 3. Cook -1 4. Helper -1 5. Darwan –Cum- Night Guard -1 6. Karmabandhu (Part-Time) -1 |
| Remuneration : | 1. Superintendent – Rs 12,000/- 2. Caretaker / Matron – Rs 8,000/- 3. Cook – Rs 3,500/- for 50 students and Rs 4,000/- exceeding 50 students 4. Helper - Rs 2,500/- for 50 students and Rs 3,000/- exceeding 50 students 5. Darwan – cum – Night Guard – Rs 3,500/- 6. Karmabandhu (Part-Time) – Rs 3,000/- | | | |
| Minimum Educational Qualifications : | 1. Superintendent – Graduate 2. Caretaker / Matron – Madhyamik Passed or Equivalent 3. Cook – Class VIII Passed 4. Helper - Class VIII Passed 5. Darwan – cum – Night Guard - Class VIII Passed 6. Karmabandhu (Part-Time) – VIII Passed | | | |
| Mode of Selection : | 1. Superintendent , Caretaker / Matron : a. Written Test : 65 Marks (General English, Bengali, Elementary Arithmetic and General Knowledge) b. Academic Qualification, Excellence and Experience : 20 Marks c. Interview : 15 Marks 2. Cook , Helper , Darwan-cum-Night Guard, Karmabandhu : a. Interview at District level. | | | |

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|---------------------------------------|---|
| Experience : | 1. Superintendent - Minimum 5 Years of Experience knowing computer skill in any Govt. or Govt. sponsored institution preferably Govt. office. 2. Caretaker / Matron/ Cook , Helper , Darwan-cum-Night Guard, Karmabandhu- Minimum 5 Years of Experience in similar kind of job(any hostel) |
| Age of Candidates :(as on 01-01-2021) | Superintendent - General - (40 years) OBC (43 years) SC/ST (45 years) |
| Residents | 1. Superintendent/ Caretaker / Matron - Resident of Bankura Districts. 2. Cook/ Helper/ Darwan-cum-Night Guard, Karmabandhu- Resident of respective block in where the hostel is situated. |

The above post is purely temporary on contractual basis and the applicants must have to be residents of same block where the hostel is situated.

Date of Written Test and interview will be intimated later to the eligible candidates and the same will be published through the website www.bankura.nic.in.


Incomplete application and application without any of supporting documents and without candidate's signature will be summarily rejected.

The candidates may apply in prescribed proforma (given with this notice or can be downloaded from www.bankura.nic.in) giving their particulars such as educational qualification, date of birth, contact no., address & experience, if any to the office of the undersigned. (Attested / Self-attested photocopies of the Proof of Age, Certificates of Educational Qualifications, Residential proof (Voter card / Aadhaar card / Driving License) & two recent passport size photograph must be attached with application).

The last date for submission of applications – **06-12-2021** by Post or by hand in the Drop Box kept in the office of the Project Officer-cum-District Welfare Officer, Backward Classes Welfare & Tribal Development , Nutanchati, Bankura for the purpose.

Submission of applications through any other means or beyond last date & time of submission will not be entertained in any circumstances.

Encl: Proforma of Application.



**Project Officer-cum-District Welfare Officer
BCW & TD, Bankura**

Memo No. 1139 /1(37)/ BNK/BCW.

Dated: 16/11/2021.

Copy forwarded for information and necessary action to:

1. The Additional Secretary, Tribal Development Department, Administrative Building, Sector-II, DJ-4, Saltlake, Kolkata-91.
2. The Commissioner, BCW & TD Directorate, 8, Lyons Range, Kolkata-700001.
3. The District Magistrate, Bankura
4. The Additional District Magistrate (Dev.), Bankura.
5. The Addl. District Magistrate (ZP), Bankura Zilla Parishad.
- 6-7. The Sub-Divisional Officer, Bankura Sadar/ Khatra.
8. The District Manager, WB SC ST & OBC Dev. & Fin. Corp., Bankura Branch, Chandmaridanga, Bankura.
9. The DIO, NIC, Bankura with request to publish its copy in the Bankura District Website for wide publicity.
10. The DICO, Bankura with request for wide publicity.
11. The DI of Schools (Secondary), Bankura.
12. The DPO, SSM, Bankura.
- 13-34. The Block Development Officer, All Development Block, Bankura.
- 35-36. The H.M., PRMAS Raipur & PRMAS Chhatna.
37. Office Notice Board.


**Project Officer-cum-District Welfare Officer
BCW & TD, Bankura**

Application format for the Post of SUPERINTENDENT, CARETAKER / MATRON, COOK, HELPER, DARWAN – CUM- NIGHT GUARD and KARMABANDHU on Contractual Basis for Ashram Hostels attached to PRMAS, Chatri, Raipur and PRMAS, Nangla, Chhatna, Bankura

Post Applied For :

| |
|---|
| Affix Passport Size one recent photograph duly signed by the candidate. |
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To
The Project Officer – cum – District Welfare Officer,
Backward Classes Welfare &
Tribal Development, Natunchati Bankura.

Name of Applicant (in Block Letters) :

Father's Name/Husband Name :

Residential Address :

Present Address :

Permanent Address :

Contact No. (Mobile) :

Educational Qualification :

| Examination Passed | Year of passing | School / Board / Institute | Full Marks | Marks Obtained | % of Marks obtained |
|--------------------|-----------------|----------------------------|------------|----------------|---------------------|
| | | | | | |

Working Experience (Mandatory) :

Date of Birth :

Nationality :

Religion :

Sex :

Declaration

I, _____ (Name of the applicant) do hereby declare that the above information and supporting documents submitted by me are true and correct to the best of my knowledge and belief. If any information or documents furnished by me is found to be false or fabricated at any stage of engagement process, I shall be personally liable for that and my candidature is liable to be cancelled.

Date :

Place :

Enclose :

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Full Signature of the Applicant

NB: The last date of submission of Application Form is **06-12-21 upto 17.30** Hours by Post or by hand only in the Drop Box kept at the Office of the Project Officer – cum – District Welfare Officer, Backward Classes Welfare & Tribal Development, Natunchati, Bankura for the purpose.

Documents to be submitted : Attested / Self-attested photocopies of Proof of Age, Certificates of Educational Qualifications, Residential Proof (Voter card / Aadhar card/ Driving License) and 2 passport sized photographs (1 pasted on the application form and the other enclosed with the application form).