



# Gazaldoba Development Authority

(A Statutory Authority of Govt. Of West Bengal)

OFFICE OF THE SUB-DIVISIONAL OFFICER

MAL, JALPAIGURI

Call- 03562-256/485, 495 (F), [e-mail-gdamal20@gmail.com](mailto:e-mail-gdamal20@gmail.com)



No. 17 /DEV-GDA-EMPLOYMENT/2022

Date: 18 / 01 /2022

## Employment Notice

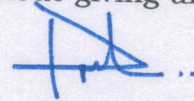
Applications are invited as per prescribed format from willing candidates for filling up 01 (One) No. sanctioned vacant post of Group-D under Gazaldoba Development Authority. The post wise qualification, age and other criteria are given below:

| Sl. No | Name of the post | No. of vacancy | Educational Qualification   | Age as on 01.01.2022 |
|--------|------------------|----------------|---|----------------------|
| 1.     | Group-D          | 01 (One)       | The candidate has passed Class VIII from any school recognized by the Government. | 18 Years to 40 Years |

### **How to Apply:**

1. Willing candidate will have to apply for the aforesaid post as per this office prescribed proforma. Application without this office proforma/format will not be entertained.
2. No online/softcopy copy of application will be entertained. The willing candidates may download the application form from the website of Jalpaiguri District i.e. [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in) and may submit application by hand or by post to the Sub-Divisional Office, Mal, Jalpaiguri. Application receiving time will be Monday to Friday from 11.00 A.M to 4.00 P.M (Except Saturday, Sunday and Govt. Holidays).
3. Willing candidates are advised to check all the criteria before applying for the post. If it is observed by the Gazaldoba Development Authority during the process of exam and even after issuing of appointment letter that any candidate does not fulfil any condition of eligibility his/her application/appointment letter will be treated as cancelled. No appeal against such cancellation will be entertained.
4. The service of the candidates will be governed as per The Development Authority (Recruitment and Promotion Rules, 2019).
5. The posts are permanent in nature. The candidate selected for appointment to the post will receive the D.A, H.R.A, M.A as applicable for the employees time to time announced by the Department of Urban Development & Municipal Affairs, Government of West Bengal.
6. The candidates will have to enclose the self-attested copies of Educational Qualification Certificate, Age proof certificate and Caste Certificate (if any) & Working Experience Certificate (if any), Electoral Photo Identity Card (EPIC Card)/ Aadhar Card. The Caste Certificate issued from the Govt. of West Bengal will be treated as valid in this regard.

7. The candidates will have to paste 3 (Three) copies recent passport size colour photograph (not older than 03 months) and the candidate will have to be signed over the photograph.
8. The candidates working in the Central /State /Govt. recognized Institution/PSU/Undertaking bodies will have to submit the No-objection Certificate from his/her present employer after clearly stating this Office Employment Notice No. & Date.
9. The Gazaldoba Development Authority will not be responsible for delay submission of any type of document.
10. The candidates will have to mention over the application form and as well as over the envelop for which post he applied including category and this office employment notice no.
11. The application without Self attested copy of certificates, self-signed photograph, non-mention of post, category and this office employment notice and improper filling up of application form will be treated as cancel. No appeal against such cancellation will be entertained by the municipal authority.
12. The selection process should be done by following methods. 1) Written Examination-90 & 2) Interview/ viva-voce test-10 Marks. The question papers will be available in Bengali & English Language only for Written Test.
13. The candidate will have to mark answers in respect of Multiple Choice Objective Type Questions in the Answer Sheet. There would be negative marking for each wrong answer. A list of candidates qualified for interview in the ratio of 1:10 would be prepared on the basis of marks obtained in the written exam.
14. No telephonic/Interim query in connection with the exam process and other issue in connection with the employment notice and exam pattern will be entertained.
15. The application must be submitted to the following address:- Executive Officer & Member Secretary, Gazaldoba Development Authority & Sub-Divisional Officer, Mal, Jalpaiguri, P.O-Mal, Dist-Jalpaiguri, Pin-735221.
16. The last date for submission of application form to this office within 19/02/2022 up to 04.00 P.M. Application forms received after 04.00 P.M on 19/02/2022 shall not be accepted.
17. Two self-address envelop should be enclosed with the application form with postage stamp Rs. 42.00.
18. The candidates will have to mention over the application form and as well as over the envelope for which post he applied including category and this office employment notice no.
19. Use of mobile phone, calculators and any kind of Electronic Gadgets inside the examination hall will lead to cancelation of candidature without giving an opportunity of being heard.



**Executive Officer & Member Secretary**  
**Gazaldoba Development Authority,**  
&  
**Sub-Divisional Officer**  
**Mal, Jalpaiguri.**

# APPLICATION FORM

To,  
Executive Officer & Member Secretary  
Gazaldoba Development Authority,  
Sub-Divisional Officer  
Mal, Jalpaiguri.  
P.O- Mal, Dist-Jalpaiguri,  
Pin- 735221

Affix signed passport size  
(3.5 cm x 4.5 cm copy of  
recent photograph)

**Sub: - Application for the post of Group-D under Gazaldoba Development Authority.**

Ref: - This office Employment Notice No. \_\_\_\_\_

Dated: \_\_\_\_\_

Sir,

In response to your above notification, I beg to offer myself as a candidate for the post of **Group-D**. My particulars are given below for your kind perusal.

1. Name of the candidate
2. Father's /Husband Name of the candidate
3. Date of Birth (DD/MM/YEAR)
4. Sex
5. Age as on 01.01.2022
6. Address for correspondence
7. Permanent Address
8. Email id
9. Phone No/ Mobile No
10. Nationality
11. Caste (Gen/SC/ST/OBC-A/OBC-B)

12. Educational Qualification:-

| Name of the Exam Passed | Name of the School/Board/ University | Year of passing | Subject studied | Marks obtained by the candidate with percentage |
|-------------------------|--------------------------------------|-----------------|-----------------|---|
|                         |                                      |                 |                 |   |
|                         |                                      |                 |                 |   |
|                         |                                      |                 |                 |   |
|                         |                                      |                 |                 |   |
|                         |                                      |                 |                 |   |

13. Other Qualification:

14. Working Experience:

**Declaration:-**

I do hereby declare that I have carefully read all the points as stated in the Employment Notice under 'How to Apply Column" to the post of Group-D (strike off which is not applicable) and fulfil all the condition of eligibility as mentioned in this office Employment Notice. I also hereby declare that all the statement which is made by me in this application is true and correct to the best of my knowledge and belief. If anything found false in future during any stage of recruitment or even after issuance of appointment letter in favour of me will be treated as cancelled. No appeal against such cancellation will be entertained in this regard in future.

**Date:**

**(Signature of the candidate)**

**Place:**

\*\* Please fill up the application form in Block Letter only.

\*\* One candidate can apply for one post only.