



Government of West Bengal
Office of the District Magistrate, Howrah
Social Welfare Section
District Child Protection Unit

Memo No. 499 /DCPS/HOW

Dated : 01/06/2022

NOTICE

Applications in prescribed format are hereby invited from Indian citizens and resident of West Bengal for the following temporary & contractual post at Juvenile Justice Board, S.M.M. Home Campus, Government of West Bengal, situated at 8, Stark Road, Liluah, Howrah.

Sl No	Name of post	vacancy	Reservation Criteria	Age as on 1.1.2022	Educational qualification and Experience	Other preferred Qualification	Consolidated Honorarium per month
01	Bench Clerk	01	Unreserved-01(one)	21 – 40 years	Higher Secondary	Computer Knowledge and Experience in Clerical Work	Rs 14, 770/-
02	Orderly	01	1.Unreserved-01(one)	21 – 40 years	Class-VIII	Not Applicable	Rs 7,000 /-
03	Night Guard	01	1.Unreserved-01(one)	21 – 40 years	Class-VIII	Not Applicable	Rs 7,000 /-

1) GENERAL INFORMATION:

- Candidates belonging to SC, ST& OBC (Category A & B) community will get relaxation of age as per existing Govt. rules.
- Qualification as stated in the table must be possessed by the candidate on or before the publication of the advertisement.
- All columns of the application form are to be filled correctly. No Change of information will be accepted after submission of application form.
- Shortlisted candidate will be called for written examination / computer test / Interview / Walk In Interview.

2) METHOD OF SELECTION: -

A. Method of Selection for the post of Bench Clerk will be done through Written Examination, Computer Test and Interview:

a) Written Examination (80 Marks) :

Syllabus & distribution of marks in written examination :

English, Bengali, GK & Current Affairs, Juvenile related issues and Arithmetic.

b) Computer knowledge Test :

Practical : 10 marks

c) Viva Voce :

Interview : 10 marks

B. Method of Selection for the post of Orderly and Night Guard will be done through Walk in interview of 20 Marks.

3) Following Original documents to be shown by the candidates during the testimonial verification and candidates shall be required to submit self-attested photocopies of all original documents on the day of Interview:

Candidates are requested to submit self attested following documents with their application forms in support of his claim on Age, Educational Qualification, Caste, Address and Experience are as follows :-

- i) **Proof of Age:** Copy of Birth Certificate or Admit Card / School Leaving Certificate.
- ii) **Proof of educational qualification:** Copies of all mark sheets / Certificates of academic qualifications as mentioned in the application form.
- iii) **Proof of Caste:** Copy of Caste certificate as issued by competent authority.
- iv) **Proof of address :** Copy of EPIC / Aadhaar Card / Passport / Driving license.
- v) **Proof of Experience:** Copy of experience Certificate from the employer / Organisation.

4) How to apply:

- (a) Candidates are requested to submit their application forms strictly in the format as published with the recruitment notification. No other forms / alteration will be considered as valid application.
- (b) Candidates are requested to submit their filled in application forms with all supporting self attested documents (photocopies) of testimonials in to the drop box or through post at the Office of the District Magistrate, Social Welfare Section, Old Collectorate Building, 1 Rishi Bankim Chandra Road, Howrah-711101.
- (c) **The envelope containing the application form should be super scribed the name of the post for which the application done.**
- (d) Commencement of submission of Application form : 01st June 2022 from 11.00 a.m.
- (e) Closing date of submission of Application form : 21st June 2022 by 5.30 p.m.
- (f) Application receive in any mode (through post or drop in box after closing date and time shall not be considered for candidature for any post against this notification.

- 5) Application once submitted shall be treated as final. The candidates are advised to check the entries made against each required information thoroughly before submission of application.
- 6) The selection committee reserves the right to accept or reject any application without showing any reason.
- 7) The selection committee reserves the right in all circumstances for any modification if required.
- 8) The selection Committee will fix/ cut off marks for determining eligibility to appear for the written test, computer test and Viva voce. Date of Written Examination, Computer Test and Personality test /Viva Voce will be intimated in due course to the shortlisted candidates / qualified candidates by sending Admit Card/ Call Letter.
- 9) Candidates need to be appeared for written examination, computer test and Personality test / Viva Voce / Walk in interview with original Aadhaar card / Voter card.
- 10) Canvassing in any form is strictly prohibited and may result in cancellation of candidature.
- 11) The selection committee for filling up of above posts in the Juvenile Justice Board, S.M.M. Home Campus, Liluah, Howrah Government of West Bengal will have the rights to change/modify any terms and condition of recruitment as per the guideline at any stage without any prior information. The selection committee will hold the absolute jurisdiction regarding preparation of panel for aforesaid vacant post of Juvenile Justice Board, Howrah through written examination, computer test and interview as mentioned above. The decision of selection committee regarding the preparation of this panel will be final.

District Magistrate
Howrah

Joga

Copy forwarded for information to:-

1. The Principal Secretary, Department of WCD & SW, Government of WB, Bikash Bhavan, Salt Lake, Kolkata -91.
2. The Additional Secretary, Department of WCD & SW, Government of WB, Bikash Bhavan, Kolkata-91.
3. The Director of Child Rights and Trafficking, Govt. of WB, Saishali, Salt Lake, Kolkata- 64.
4. The Secretary, District Legal Service Authority (DLSA), Howrah
5. The Principal Magistrate, J.J.B. , Howrah
6. The DIO, NIC Howrah is requested to take necessary action for uploading the notice in the district website for wide publicity.
7. The Additional District Magistrate (Development), Howrah.
8. The DSWO, Howrah with a request for taking necessary action for display the notice in Notice Board of Social Welfare Section.
9. The District Child Protection Officer, Howrah

District Magistrate
Howrah

[Handwritten signature]

APPLICATION FORM FOR CONTRACTUAL ENGAGEMENT OF VARIOUS POST AT JUVENILE JUSTICE BOARD(JJB) HOWRAH

(To be filled up in English **Block Letter** only)

Post Applied for : _____ at JJB Howrah

Personal Details

General Information :-

Applicant's Name : _____

Address for Correspondence : _____

Recent coloured
Passport size
Photograph to
be pasted and
duly attested on
Photo by the
Applicant.

City/Town : _____ Pin : _____ State : _____

Permanent Address : _____

City/Town : _____ Pin : _____ State : _____

Mobile No. : _____ Email ID (if any) : _____

Father's / Husband's Name : _____

Gender (Male / Female) : _____ Date of Birth : _____

Age as on 01.01.2022 : _____ (YY) _____ (MM) _____ (DD)

Nationality : _____ Caste (Gen. / SC / ST) : _____ Religion : _____

EPIC : _____ No. & Name of Assembly Constitution : _____

Qualification Details (as on 01.01.2022) :

Sl. No.	Exams Passed	Board/University	Year of Passing	Total Marks	Marks Obtained (Keep blank if marks not available in grade card)	% Marks

Sl. No.	Exams Passed	Board/University	Year of Passing	Total Marks	Marks Obtained (Keep blank if marks not available in grade card)	% Marks

Details of Work Experience : (Supporting Certificates are to be submitted)

Sl. No.	Name of the Organization / Institution	Key tasks assigned	Period (From – To)

Details of Computer Knowledge / Qualification :

Exams Passed	Board/University	Subjects	Year of Passing	Results

- Experience, please enclosed separate sheet (with certificate no., date and issuing authority.)
- Details of other experience (if any), please enclosed separate sheet.

"I hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief. I also understand that in case any of my statement is found false or incorrect during any stage of recruitment thereafter its shall disqualify me for the post applied for and / or I shall be liable for any other action that may be taken under the extant rules."

Date :

Place :

(Signature of the Applicant)