

GOVT. OF WEST BENGAL
OFFICE OF THE PROJECT OFFICER CUM DISTRICT WELFARE OFFICER
BACKWARD CLASSES WELFARE, JALPAIGURI

Ph. No. 03561- 230665/230834

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email: bcwdjal@gmail.com

Memo No: 1828/PO-DWJ/BCW

Dated: 01-11-2022

Employment Notice

Applications in prescribed format are invited from eligible & interested candidates for filling up the following posts purely on contractual basis for a period of one (01) year at Eklavya Model Residential School, Nagrakata, Jalpaiguri run by Paschim Banga Adibasi Kalyan-O-Siksha Parishad under administrative control of Tribal Development Department, Govt. of West Bengal.


Sl. No.	Name of the Post	No. of vacancy	Minimum Educational Qualification	Consolidated Monthly Remuneration
1	Laboratory Attendant	01 No.	Class VII Passed	Rs. 15,000/- Per Month
2	Cook for Hostels	03 Nos.	Class VII Passed	Rs. 12,000/- Per Month
3	Helper to cook	01 No.	Class VII Passed	Rs. 11,000/- Per Month
4	Sweeper	01 No.	Class VII Passed	Rs. 11,000/- Per Month

- **Age Limit:** Not less than 18 years & not more than 40 years as on 01-01-2022. SC, ST & OBC Candidates of West Bengal shall get age relaxation as per State Govt. norms.
- **Term of engagement:** The engagement shall be made purely on contractual basis for a period of 01 year which may be subsequently extended or renewed based on satisfactory performance & willingness of both the employee & employer.
- **Condition of engagement:** The engagement shall be made purely on contractual basis and can be terminated by both the employee and employer with 03 month prior notice. No claim for regularization in the post shall be entertained at any course of time. Selected candidates shall have to furnish an affidavit in this regard & also shall have to enter into an agreement on Non-Judicial Stamp Paper with the employer.
- **Remuneration:** Employed Candidates shall be given a consolidated monthly remuneration as mentioned in the 5th column of the table above. No other allowance in the form of relief shall be given. Festival bonus shall be entitled at the rate given to a regular Govt. employee.
- **Leave:** Candidates, if employed shall be eligible to avail leaves as follows.
 1. **Casual Leave (CL)** - 14 days in a calendar year (maximum 4 days in one go)
 2. **Medical Leave**- 10 days in a Calendar Year. Maximum 180 days in entire service period.
 3. **Earned Leave on full pay**- NIL
 4. **Maternity Leave (for married female employees)**- 180 days at a time with full pay and not more than two times during entire service period.
 5. **Extra Ordinary Leave**- This may be granted to an employee in special circumstances when no other leave is by rule admissible. This kind of leave shall be sanctioned as leave without pay. It shall be discretion of the appointing authority to fix the period of extra ordinary leave to be granted in each case.

- **Mode of selection:** All appointments shall be made on the basis of the results of the interview to be conducted by the appointing authority. If two or more candidates obtain similar marks in the interview, the candidate having seniority by age shall be given preference. In case of a tie in interview marks & age as well, candidate having greater academic qualification shall be given preference.
- **Date & place of interview:** Date & venue for interview shall be notified in due course through notification in district website of Jalpaiguri i:e www.jalpaiguri.gov.in. After prima facie scrutiny of the applications, a consolidated list of eligible candidates shall be published in the aforesaid website mentioning the date, time & venue of the interview. **Please note that no separate intimation/call letter shall be issued to the candidates for appearing in the interview.** Candidates are requested and advised to visit the aforesaid website frequently for getting regular updates.
- **Application Procedure:** Interested candidates can apply in the prescribed format attached with this notice. The application form along with all supporting documents in sealed envelope must be reached to the office of the undersigned (**Postal address- Project Officer cum District welfare Officer, Backward Classes Welfare & Tribal Development Department, Sivaji Road, Hakimpara, PO & Dist.- Jalpaiguri, PIN-735101**) within 18th November, 2022 (5:00 PM) through speed post/registered post or by hand. **Please ensure to super scribe the name of the post applied for in bold letters on the cover of the envelope.** No applications through e-mail or any other means shall be accepted. The undersigned shall not be responsible for any kind of postal delay. No application shall be accepted after the cut off day i:e 18th November, 2022 up to 5:00 PM .
- **Documents to be attached with application form (Self attested Photo copies):**
1. Age Proof: Birth Certificate or Admit card of 10th Standard Board Examination.
 2. Identity Proof: EPIC/AADHAAR Card/ Driving License/ PAN card/ Bank Passbook.
 3. Academic Qualification: Mark sheets/Certificates of all educational qualifications.
- N.B.** Candidates shall have to produce all the above documents in original before interview.


[Please note that interview for all the aforesaid posts shall be conducted on same day and may be conducted simultaneously. Hence candidates are allowed to apply for single post only.]

This notice is issued in cancellation to previous notice bearing memo no. 1649/PO-DWJ/BCW & 1651/PO-DWJ/BCW, both dated 16-09-2022. Candidates, who had applied against the aforesaid notifications, are requested to apply afresh.


Member Secretary,
District Committee of PBAKOSP, Jalpaiguri
&
Project Officer-cum-District Welfare Officer
BCW & TD, Jalpaiguri

Copy forwarded to:

1. The Secretary to the Govt. of West Bengal, Tribal Dev. Department.
2. The Sabhadhipati, Jalpaiguri Zilla Parishad for information.
3. The District Magistrate, Jalpaiguri for information.
4. The Additional District Magistrate (General) with a request to display this notice in Notice Board of collectorate office.
5. The Additional District Magistrate & AEO, Jalpaiguri Zilla Parishad with a request to display in Notice Board of Jalpaiguri Zilla Parishad.
6. The Sub-Divisional Officer, Jalpaiguri Sadar/Mal Sub-Division with a request to display in Notice Board of his/her office.
7. The D.I.O., NIC, Jalpaiguri with a request to upload this notice in District Website.
8. The District Information & Cultural Officer, Jalpaiguri with a request to display in Notice Board of his/her office.
9. The Block Development Officer, Sadar/Maynaguri/Dhupguri/Rajganj/Mal/Matiali/Nagrakata/Kranti/Banarhat Development Block with a request to display in Notice Board.

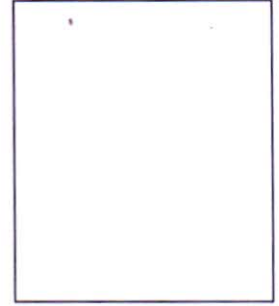

Member Secretary,
District Committee of PBAKOSP, Jalpaiguri
&
Project Officer-cum-District Welfare Officer
BCW & TD, Jalpaiguri

APPLICATION FOR CONTRACTUAL ENGAGEMENT TO THE POST OF _____

[Employment Notice No. 1828/PO-DWJ/BCW, Dt. 01-11-2022]

To,

**The Project Officer cum District Welfare Officer,
Backward Classes Welfare & Tribal Development Department,
Sivaji Road, Hakimpara, PO & Dist. Jalpaiguri, PIN-735101**



Name of the applicant (In Capitals):

Father's/Husband's Name.....

Permanent Address:

.....

.....

Address for correspondence.....

.....

Contact No.....E-mail Id.....

Alternate Contact No..... Date of Birth (DD/MM/YY).....

Age as on 01-01-2022 (YY/MM/DD).....

Education Qualification:

Name of the Examination	Name of School/Board/University	Year of passing	Percentage of marks obtained (up to two digit after decimal)

Work Experience, if any (Please attach proper supporting documents):

Name of the Institute/Organization:	
Address of the Institute/Organization:	
Duration of experience:	
Name of the post held:	

I do hereby declare that all the above statements are true. I am agreed with all the terms & conditions as mentioned in the employment notice. I am physically and mentally fit and ready to render services as it would be entrusted by the employing authority.

Signature of the applicant with date

For Office Use Only

Checked & Verified:

Remarks:

Signature with date & seal