



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, MALDA
(BACKWARD CLASSES WELFARE & TRIBAL DEVELOPMENT SECTION)

Email id: - bcwmalda2@gmail.com

Memo No.: 1507 /BCW (MLD)

Date: 22/11/2024

ADVERTISEMENT NOTICE FOR ENGAGEMENT OF SUPPORT STAFFS AT
50 BEDDED ST BOYS CENTRAL HOSTEL IN OLD MALDA BLOCK UNDER MALDA DISTRICT

In pursuance of Order vide Memo No. 839-BCW/5S-03/2013 Dtd. 15.03.2017 of the Commissioner, Backward Classes Welfare Department, Govt. of West Bengal & No TDD-23099/11/2023-SECTION(TDD)-Dept. of TD Dtd. 15th January, 2024 of the Senior Deputy Secretary, Tribal Development Department, Govt. of West Bengal, applications are invited from the eligible candidates in prescribed format for engagement of different posts of support staffs as given in the table below for 50 bedded ST boys Central Hostel under Old Malda block in Malda district under the control of the Backward Classes Welfare & Tribal Development, Malda, on purely contractual basis. The details of the vacancies, eligibility criteria and general guidelines are as follows:

1. Details of different post and eligibility criteria.

Name & No of Post	Name of the post	UR	SC	Total no. of vacancy
	1. Superintendent	0	01	01
	2. Caretaker (Male)	01	0	01
	3. Cook	01	0	01
	4. Helper	01	0	01
	5. Darwan-Cum-Night Guard	01	0	01
	6. Karmabandhu (Part-Time)	01	0	01
Remuneration	1. Superintendent: Rs. 15000/- per month 2. Caretaker: Rs. 9000/ per month 3. Cook: Rs. 7000/- per month 4. Helper: Rs. 5000/- per month 5. Darwan-Cum-Night Guard: Rs. 6000/- per month 6. Karmabandhu (Part-Time): Rs. 5000/- per month			
Minimum Educational Qualifications	1. Superintendent: Graduate from recognized University. 2. Caretaker: 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): Class VIII passed).			

Mode of Selection	1. Superintendent and Caretaker: a) Written Test: (General English, Bengali, Elementary Arithmetic and General Knowledge: 100 Marks b) Interview: 25 Marks 2. Cook, Helper, Darwan-Cum-Night Guard and Karmabandhu: Walk-in Interview
Age (as on 01.01.-2023)	Minimum 21 Yrs, Maximum 40 Yrs. The upper age limit is relaxable by 5 years for candidates belonging to the Scheduled Caste and Scheduled Tribe community and by the 3 years for Other Backward Class (Non-Creamy Layer) candidates of West Bengal. In the case of Persons with Benchmark Disabilities (PwBD) (40% and above), the upper age limit is relaxable upto 45 years.
Experience	Preference will be given to the candidates having experience in similar kind of job.

2. General Information and Instructions for Applicants:

- (i) The applicant should read the details of different posts and eligibility criteria carefully before applying for the post.
- (ii) The applicant should be a resident of West Bengal.
- (iii) The applicant should apply in prescribed proforma furnishing his/her particulars in detail.
- (iv) The last date of submission of Application is 12.12.2024 upto 16.00 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, Malda, Cemetery Road Near BT College, PO Malda, PS English Bazar, Dist. Malda, PIN 732101
- (v) The office shall not be responsible for delay in submission of applications through post. Any applications reached after 12.12.2024, 4.00 Hours shall not be entertained.
- (vi) Application form not properly filed in/or incomplete Application form will be summarily rejected.
- (vii) Multiple applications submitted by a candidate for the same post shall lead to the disqualification of his/ her candidature.
- (viii) Applicants are requested to visit the district website (www.malda.gov.in) regularly for any subsequent information / updates in this regard.
- (ix) Date, time and venue for written examination of the eligible candidates for the post bearing SI. No 1 & 2 will be intimated at the time of issue of admit card.
- (x) Date, time and venue for Interview of selected candidates for the post bearing SI. No 1 & 2 will be informed later.
- (xi) Venue for Walk-in Interview of the eligible candidates for the post bearing SI. No 3, 4, 5 & 6 will be intimated later.
- (xii) Candidature of any candidate shall be rejected if found not eligible at any stage even after appearance for the examination/ interview.
- (xiii) The District Level Selection Committee reserves the right to cancel the recruitment process at any stage without assigning any reason thereof. The decisions of the District level Selection Committee in any case shall be final.
- (xiv) No TA/DA will be allowed for appearing the Written Test and interview,
- (xv) The engagement will be made purely on contractual basis and the same will not be regularized in future by any means


3. Tentative Schedule:

SI No.	Programme	Tentative date
1	Date of start for inviting Application	25/11/2024
2	Last date of submission of Application	12/12/2024 upto 16.00 PM
3	Publication of eligible candidates for Written Examination	Will be intimated later
4	Issue of Admit Card for Written Examination	Will be intimated later
5	Redressal (if any)	Will be intimated later
6	Written Examination (For the post of Superintendent and Caretaker)	Will be intimated later
7	Interview	Will be intimated later
8	Walk-in Interview (For the post Cook & Helper)	Will be intimated later
9	Walk-in Interview (For the post Durban-cum-Night Guard and Karmabandhu)	Will be intimated later

Date are tentative, any change in programme will be published in www.malda.gov.in

4. Documents to be attached with the Application

1. Self-attested copy of Age proof (Admit Card of Madhyamik Examination/Secondary Examination)
2. Self-attested copy of Identity proof (Voter's Identity Card / Aadhar Card / Driving License / PAN Card).
3. Residential certificate issued by MP / MLA / SDO / BDO / Pradhan / Municipality Councilor (Any One).
4. Self-attested copy of Mark sheet showing Educational Qualification, as per post applied. (For the post of Cook, Helper, Darwan-Cum-Night guard and Karmabandhu, the Mark sheet of Class VIII issued by the schools must be certified by concerned Sub-Inspector of School)
5. Two copies of recent Passport size-coloured photographs.
6. Experience Certificate, as per post applied.
7. Working experience certificate, as per post applied.


Chairman, District level Selection Committee &
Additional District Magistrate (dev.), Malda

Memo No.: 1507/1(14)BCW (MLD)

Date: 22/11/2024

Copy forwarded for information and necessary action to:-

1. The Principal Secretary, Tribal Development Department, Govt. of West Bengal.
2. The Commissioner, Backward Classes Welfare & Tribal Development, 8, Lyons Range, Mitra Building, 2nd Floor, Kolkata-700001
3. The Additional Director, Backward Classes Welfare & Tribal Development Directorate, Govt. of West Bengal, 8, Lyons Range, Kolkata - 700001
4. The District Magistrate, Malda
5. The Additional District Magistrate (Gen), Malda
6. The Additional District Magistrate (Dev), Malda
7. The Project Officer-cum-District Welfare Officer, BCW&TDD, Malda
8. The District Informatics Officer (DIO, NIC), Malda, with the request to publish the Notice to the website of Malda district in www.malda.gov.in for wide publicity
9. The Sub-Divisional Officer, Sadar Sub-Division, Malda
10. The Sub-Divisional Officer, Chanchal Sub-Division, Malda
11. The District Inspector of School (SE), Malda
12. The District Information and Cultural Officer, Malda, with a request to publish the requirement notice in a daily newspaper (Bengali and English).
13. The Block Development Officer (All), Malda, for wide publicity.
14. Office Notice Board.


Chairman, District level Selection Committee &
Additional District Magistrate (dev.), Malda

Application format for the post of Superintendent, Caretaker, Cook, Helper, Darwan-cum-Night Guard and Karmabandhu on contractual basis for 50 bedded ST boys Central Hostel under Old Malda block in Malda district

Post Applied For: _____

To

The Project Officer-cum-District Welfare Officer
Backward Classes Welfare & Tribal Development
Malda

Attach one self-attested recent Passport size photograph

Sir,

In response to your advertisement No. _____ Dtd. _____, regarding engagement of support staff for ST Central Hostels in Malda district on contractual basis, I am submitting my application for the post of _____ (name of the post). My particulars are given below.

1. Name of the Applicant (In block letters): _____

2. Father/Husband/Guardian's name: _____

3. Nationality: _____

4. Corresponding Address:

Village/ Town: _____

Block/ Municipality/Corporation: _____

Post Office: _____

Police Station: _____

District: _____ PIN: _____

5. Permanent Address:

Village/ Town: _____

Block/ Municipality /Corporation: _____

Post Office: _____

Police Station: _____

District: _____ PIN: _____

6. Date of Birth (DD/ MM /YYYY): ____/____/____

7. Age as on (01/01/2025) _____ Yrs. _____ month _____ days

8. Sex : Male Female Others

9. Contact Number: _____

10. E-mail ID: _____

11. Category: UR / SC / ST / OBC-A / OBC-B

12. Academic Qualification (Please see minimum qualification notified against each post):

S1. No.	Exam Passed	Board/ University	Year of Passing	Total Marks (excluding additional)	Marks Obtained	% of Marks

13. Work experience:

Sl. No	Name of Institution / Office	Year of experience	Field of experience	Date of leave from service (if applicable)

14. Checklist for Documents attached with the application:

S1. No.	Documents to be attached	Yes / No
	Self-attested copy of Age proof (Admit Card of Madhyamik Examination/ Secondary Examination)	
	Self-attested copy of Identity proof (Voter's Identity Card / Aadhar Card / Driving License / PAN Card).	
	Residential certificate issued by MP / MLA / SDO/ Pradhan / Municipality Councilor (Any one).	
	Self-attested copy of Mark sheet showing Educational Qualification, as per post applied. (For the post of Cook, Helper, Darwan-Cum-Night Guard anal Karmabandhu the Mark sheet of Class VIII issued by the schools must be certified by concerned Sub-Inspector of School)	
	Two copies of recent Passport size-colored photographs	
	Working experience certificate, asper post applied.	

DECLARATION

I _____ (Name of the applicant), do hereby, declare that the above information and 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.

Place :

Date :

Full Signature of the applicant

NB: The last date of submission of Application is 12.12.2024 upto 16.00 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 H'e1fare & Tribal Development, Malda, Cemetery Road Near BT College, PO Malda, PS English Bazar, Dist. Malda, PIN 732101