



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PROJECT OFFICER-CUM-DISTRICT WELFARE OFFICER
BACKWARD CLASSES WELFARE & TRIBAL DEVELOPMENT DEPARTMENT, JALPAIGURI

Phone No. : 03561-230665

Email : bcwdjal@gmail.com

Memo No. 1970 /PO-DWJ/BCW

Dated: 11 / 11 /2025

Employment Notice

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

Sl. No.	Name of the Post	No. of Vacancy	Essential Educational Qualification
1	Clerk (UR)	1	Graduate with Computer Knowledge
2	Cook (UR)	1	VIII Pass

- ❖ **Age Limit:** Not less than 18 years & not more than 38 years as on 01/01/2025 for **Clerk** and **Cook**.
- ❖ **SC, ST & OBC** Candidates of West Bengal shall get 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 months 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:** Engaged candidates shall be given a consolidated remuneration of Rs. 18,000/- (Rupees Eighteen Thousand) only per month to Clerk & Rs. 12,000/- (Rs. Twelve Thousand) only per month to cook. 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 as per the Govt. Rules applicable.
- ❖ **Mode of Selection:** - The engagement shall be made on the basis of the result of the written examination and 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 better academic result shall be given preference. Academic qualification shall be taken into consideration in the following manner, viz. marks obtained in graduation level = marks obtained in higher secondary level = marks obtained in matriculation level.
- ❖ **Date and 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 application, a consolidated list of eligible candidates shall be published in the aforesaid website mentioning the date, time & venue of the interview. Candidates are 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 reach the office of the **Project Officer cum District Welfare Officer, Backward Classes Welfare & Tribal Development Department, Shivaji Road, Hakimpura, Po+Dist. Jalpaiguri, Pin- 735101** within **25/11/2025 (4.00 PM)** through speed post/ registered post or by Hand. **Please ensure to superscribe**

the name of post applied for in the 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 last date of submission i.e. 25.11.2025 upto 4.00 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 Sheet/ Certificates of all educational qualification.
- 4) Experience Certificates if any.

N.B. - Candidates shall have to produce all the above documents in original before interview.

Member – Secretary
District Committee of P.B.A.K.O.S.P., Jalpaiguri
&
Project Officer-cum-District Welfare Officer
BCW & TD Department, Jalpaiguri

Memo No. 1970/1144 PO-DWJ/BCW

Dated: 11 / 11 /2025

Copy forwarded for information to:

1. The Sabhadhipati, Jalpaiguri Zila Parishad.
2. The District Magistrate, Jalpaiguri.
3. The Additional District Magistrate (BCW&TD, Jalpaiguri.
4. The Additional District Magistrate & AEO, Jalpaiguri Zila Parishad with a request to display on the office Notice Board.
5. The PO-cum-DWO/DWO, BCW&TD, All for displaying on the office notice board.
6. The Sub Divisional Officer, Jalpaiguri Sadar/ Mal & Dhupguri Sub-Division with a request to display on the office Notice Board.
7. The D.I.O., NIC, Jalpaiguri with a request to upload this notice on the District Website.
8. The District Information & Cultural Officer, Jalpaiguri with a request to display on the office notice board.
9. The Block Development Officer,
Sadar/Maynaguri/Dhupguri/Rajganj/Mal/Matiali/Nagrakata/Kranti/Banarhat Development Block
with a request to display on the office Notice Board.
10. Office Notice Board.
11. Office copy.

Member – Secretary
District Committee of P.B.A.K.O.S.P., Jalpaiguri
&
Project Officer-cum-District Welfare Officer

APPLICATION FOR CONTRACTUAL ENGAGEMENT TO THE POST OF CLERK & COOK FOR

EKALABYA MODEL RESIDENTIAL SCHOOL, NAGRAKATA, JALPAIGURI

(Please Tick (✓) above on Applied Post for)

Employment Notice No : 1970 /PO-DWJ/BCW&TD

Dt. 11/11/2025

To,

The Project Officer cum District Welfare Officer,

Backward Classes Welfare & Tribal Development Department,

Shivaji Raod, Hakimpara, PO & Dist. Jalpaiguri, PIN-735101.



Application for the Post of: _____

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 01-01-2025 (YY/MM/DD) : _____ / _____ / _____

Education Qualification : -

Name of Examination	Name of Board / University	Year of Passing	% of marks (With 2 Decimal)
Madhyamik/ Equivalent			
Higher Secondary/Equivalent			
Graduation			
Post Graduation			

Previous Experience if any (Please attach proper supporting documents) :

Name of the Institute :-
Address of the Institute :-
Duration-of experience :- _____ FROM _____ TO _____
Name of the post held: :-

I do hereby declare that all the above statements are true. I Further, completely agree 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