

মহকুমা শাসকের করণ,  
দুর্গাপুর, সিটি সেন্টার,  
জেলা- পশ্চিম বর্ধমান,  
পিন-৭১৩২১৬  
ইমেইল- sdodurgapur@gmail.com



OFFICE OF THE SUB DIVISIONAL MAGISTRATE,  
DURGAPUR, CITY CENTRE,  
DISTRICT- PASCHIM BARDHAMAN, PIN-713216  
email id: [sdodurgapur@gmail.com](mailto:sdodurgapur@gmail.com)  
PHONE NO.- 0343-2546105/2545141/2546680  
FAX NO.- 0343-2548135

**Employment Notification No. 22/Dev/Dgp.**

**Dated. 10.01.2025**

Application are invited from eligible bonafide Indian citizens via offline mode for the posts as stated below at **Pandit Raghunath Murmu Abasik School attached Girls Hostel and Pandit Raghunath Murmu Abashik School attached Boys Hostel**, Fuljhore, Paschim Bardhaman run by Tribal Development Department. One person can apply for only one post as per eligibility criteria.

Engagement will be based on temporary and Contractual basis for consolidated remuneration. **Preference will be given to the local residents.**

As per resolution of District Selection Committee the qualification, remuneration and method of engagement of Contractual staff are noted below:-

SL. No.	Name of the Post	No. of Post	Qualification	Remuneration (in Rupees p.m.)
1.	Superintendent for Girls Hostel (Female Candidate only)	01 (One)	Graduate.	15000/-
2.	Superintendent for Boys Hostel (Male Candidate only)	01 (One)	Graduate.	15000/-
3.	Care taker for Boys Hostel (Male Candidate only)	01 (One)	Madhyamik pass or equivalent	9000/-
4.	Matron for Girls Hostel (Female Candidate only)	01 (One)	Madhyamik pass or equivalent	9000/-
5.	Cook for Boys Hostel (Male Candidate only)	01 (One)	Class VIII Pass	7000/-
6.	Cook for Girls Hostel (Female Candidate only)	01 (One)	Class VIII Pass	7000/-
7.	Helper for Boys Hostel (Male Candidate only)	01 (One)	Class VIII Pass	5000/-
8.	Helper for Girls Hostel (Female Candidate only)	01 (One)	Class VIII Pass	5000/-
9.	Darwan cum Night Guard for Girls Hostel (Male Candidate only)	01 (One)	Class VIII Pass.	6000/-
10.	Darwan cum Night Guard for Boys Hostel (Male Candidate only)	01 (One)	Class VIII Pass.	6000/-
11.	Karmabandhu (Part time) for Boys Hostel (Male Candidate only)	01 (One)	Must have the capability to read and write.	5000/-
12.	Karmabandhu (Part time)for Girls Hostel (Female Candidate only)	01 (One)	Must have the capability to read and write.	5000/-
		Total 12 (twelve) nos.		

**Engagement Procedure for the posts from Sl. No. 01 to Sl. No. 04 :- 65 marks on written tests along with distribution of marks for the question on General English, Bengali, Elementary Arithmetic and General Knowledge, 20 marks for Academic qualification and excellence along with past work experience (if any) followed by an interview of 15 marks (Total of 100 marks). A panel of qualified candidates in the ratio of 1:5 is to be finalized for engagement. The validity of such panel will have to be determined by the Selection Committee.**

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Knowledge of Tribal Language (Olchiki) and work experience in any Tribal Hostel will get preference.

Date of Written test and its venue will be intimated in the Admit card which will be published in District Website.

Engagement Procedure for the posts from Sl. No. 05 to Sl. No. 12:- Through Walk-in-Interview mode (20 Marks)+ Work Experience (30 Marks) (Knowledge of Tribal Language (Olchiki) and Work Experience in any Tribal Hostels will get preference.)

Eligible candidates will be intimated the date of interview and its venue in the Admit Card which will be published in the District Website. Documents Verification will be done before interview. Hence originals of the documents submitted required.

A panel of qualified candidates in the ratio 1:5 is to be finalised for the engagement, the validity of the panel will be determined by the selection committee.

Age limit:- 18 years (as on 10.01.2025) and above.

Medical fitness:- No person shall be appointed to any post without Medical fitness certificate granted by a Registered Medical Practitioners.

**Instruction regarding submission of application form:-**

- (i) Applicants of the above mentioned posts will submit their applications in the prescribed application form, which can be downloaded from the website [WWW.paschimbardhaman.gov.in](http://WWW.paschimbardhaman.gov.in).
- (ii) The filled up applications alongwith enclosures are to be submitted in the DROP BOX of the office of the Sub-Divisional Officer, Durgapur within 11:00 am to 5:00pm between 10/01/2025 to 28/01/2025 (except Saturday, Sunday and other Public Holidays). On the envelop containing application, the applicants should write in Capital Letter APPLICATION FORM FOR THE POST OF \_\_\_\_\_ (whichever post applied for).
- (iii) Following self attested documents to be attached alongwith application.
  - a) Age proof (Birth certificate, PAN card/Admit card / certificate of Secondary Examination) copy.
  - b) Residential Proof (AADHAAR Card, Voter Card, etc.)Copy.
  - c) Educational Qualification (Mark Sheet)
  - d) Experience Certificate from the competent Authority, if available.
  - e) Caste Certificate if there is any.
  - f) Mobile No. & Valid E-mail ID.
  - g) Two nos. of colour passport size photo.
- (iv) Avoid overwriting/erasing with white fluid for any correction in application.
- (v) Incomplete/defective application form will be rejected. Application of same person for more than one posts will also be rejected.

Selection Committee reserves the right for reject of any application. It also reserves the right to cancel / postpone/ suspend any engagement to the aforesaid post at any point of time (Even after interviews if found to be ineligible)

Application forms reached by postal service or by any mode other than physical submission in the drop box will be rejected.
- (vi) No TA/DA will be given to the applicants for written test as well as interview.

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**Terms & Conditions:-** PO-cum-DWO, Pschim Bardhaman will be the appointing authority. He may terminate from service at any point on the basic of misconduct, negligence of duty, unauthorized absence on any other ground

In case of any deviation of any terms and condition of contract the authority concerned reserves right to cancel the contract with the applicant t any time. The contract may be terminated by notice of one month from either side.

  
Sub-Divisional Magistrate  
Durgapur



## Application Format

For office use only

Sl. No.  
Roll No.

Affix one recent  
colour passport  
photo signed by  
candidate.

To  
The Sub-Divisional Officer  
Durgapur Sub-Division  
Paschim Bardhaman.

In response to your advertisement vide memo no. \_\_\_\_\_ Date \_\_\_\_\_, I am  
submitting my application for the Post of \_\_\_\_\_. My full particulars with required  
documents are given below for your kind consideration.

1. Name of the Applicant (IN BLOCK LETTER):-
2. Father /Mother/Husband's name:-
3. Date of Birth (dd/mm/yy):-
4. Academic Qualification (Class VIII onwards):-

Sl. No.	Exam Passed	Board/University	Year of Passing	Total Marks	Marks obtained	% of Marks

5. Actual age as on 10.01.2025:- \_\_\_\_\_
6. Sex (Male/Female) :- \_\_\_\_\_

7. Nationality :- \_\_\_\_\_

8. Whether any criminal case is pending against the applicant in any part of Paschim  
Bardhaman:- Yes/ No

9. Address for Communication :-

Block/Municipality/Corporation:- \_\_\_\_\_

Post Office:- \_\_\_\_\_

District:- \_\_\_\_\_

PIN:- \_\_\_\_\_

10. Mobile No. \_\_\_\_\_

11. 11. E-mail Id (if any):- \_\_\_\_\_

12. Permanent Address:- \_\_\_\_\_

Block/Municipality/Corporation:- \_\_\_\_\_

Post Office:- \_\_\_\_\_

District:- \_\_\_\_\_

PIN:- \_\_\_\_\_

13. Category (GEN /SC/ST/OBC):- \_\_\_\_\_

14. Work Experience : \_\_\_\_\_  
\_\_\_\_\_

Declaration :-

I hereby declare that all statement made in this application are correct to the best of my knowledge and behalf. In the event of any information being found false, my candidature is liable to be cancelled.

Place:-

Date:-

Full Signature of the Candidate

N.B. Attach the photocopies of testimonies/Mark sheet (both side) and relevant documents mentioned in employment notice..