

Government of West Bengal
Office of the Project Officer-cum-District Welfare Officer
Backward Classes Welfare & Tribal Development,
Murshidabad.

Memo No.: 1967/Adv./BCW/Msd.

Date: 14/10/2025

NOTICE

In pursuance of Memo No.: I/690913/2025/TDD/18/52/2020 dated: 12.09.2025 of Special Commissioner to the Government of West Bengal, Tribal Development Department, **offline Application** in prescribed format is invited from Indian citizens who are resident of West Bengal for the following posts on purely temporary & contractual basis (for 1 year). The relevant particulars like post, qualification, age limit, gender, monthly remuneration and anticipated vacancy position is stated in the following table.

SL. No.	Name of the Post	Vacancy	Age as on 01/01/2025	Educational Qualification	Other Preferred Qualification	Salary Per Month (Consolidated)
01	Assistant Engineer (Civil)	01 (UR)	21 years and above.	Bachelor's Degree in Civil Engineering from an institute approved by AICTE or its equivalent	Preference will be given to the candidate with experience in same field.	Rs. 28,000/-
02	Sub-Assistant Engineer (Civil)	01 (UR)	21 years and above.	Diploma in Civil Engineering from the State Council for Engineering and Technical Education, West Bengal or its equivalent.	Preference will be given to the candidate with experience in same field.	Rs. 25,000/-

1. GENERAL INFORMATION:

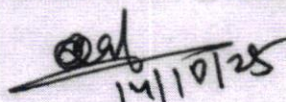
- Qualification as stated in the table must be possessed by the candidate as on 01.10.2025. If it is found during verification of testimonials at any later stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his / her candidature shall be summarily rejected.
- A candidate may apply for one post only.

2. Selection Procedure:

The written examination will have objective type/ multiple choice questions for the said posts. The subjects and the distribution of marks are as follows:

Sl No	Name of Post	Subject for Written Exam	Written Examination	Viva-voce
1	Assistant Engineer (Civil)	English, General Studies, Civil Engineering (as per Syllabus of B.Tech)	100	25
2	Sub-Assistant Engineer (Civil)	English, General Studies, Civil Engineering (as per Syllabus of Diploma Course)	100	25

- Admit card for written exam will be sent by post. Venue & time of written examination will be referred to in admit card.
- The short-listed candidates in the written examination will be called for Viva Voce.
- The final merit list & panel of wait listed candidates will be prepared on the basis of total marks obtained in the Written Examination and the Viva-Voce test.
- The District Level Selection committee, Murshidabad reserves the right to reject any application not properly submitted. No application will be allowed to submit after closing date.



- e) The short-listed candidates for viva-voce shall bring the documents in original and self-attested photocopies (for submission) in respect of identity proof, academic qualification, required qualification, experience certificate if any, etc. for verification.
- f) No TA/DA will be provided to attend this written examination and Viva- voce.
- g) The authority reserves the right to change the procedure of any examination on the vacancy mentioned in this notice at any stage prior to selection.
- h) **This engagement does not confer any inherent right to claim permanent employment under the Government.**
- i) The engagements of the above posts are **purely on contract basis**. The candidate selected for the assignments need to accept this clause in the form of a notarized affidavit under their signature.

3. How to apply:

- a) Application Mode: OFFLINE (By post or drop box – except Govt. holidays).
- b) Typed application form to be filled in as appended with notice.
- c) No other means of submission will be accepted.
- d) Commencement of submission of application from **16.10.2025**
- e) Closing date of submission of application is **12.11.2025**.
- f) Place of the submission of application: Drop Box kept at the Room No.: 313, New Administrative Building, Berhampore, Murshidabad.
- g) Application form duly filled in addressed to the **P.O-CUM-D.W.O, BCW&TD, Office of the District Magistrate, Murshidabad, ROOM NO.: 313, NEW ADMINISTRATIVE BUILDING, BERHAMPORE, MURSHIDABAD, PIN-742101**, superscribed by envelop to be dropped in drop box kept at the Room No.: 313, New Administrative Building, Berhampore, Murshidabad or may be sent by post (except Govt. Holidays).
- h) Name of the Post applied for must be mentioned on the Envelop to be dropped/sent.
- i) No application through **Currier/ Speed Post** is entertained.

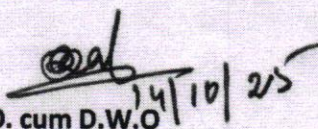
4. Documents to be enclosed:

- 1) Proof of Age.
- 2) Proof of Educational Qualification.
- 3) Residential Proof.
- 4) Aadhaar Card.
- 5) Voter Card.
- 6) Three Passport Size Photo with self attested (One paste on the application form and other two to be pasted on admit and counter foil by the candidate): This photo must be retained by the candidate with himself/herself for production at any later stage. The background of such photo should be white or off-white with candidate facing straight ahead. No shadow should fall on the candidate's face. (For religious reasons the applicant's head may be covered, but the entire face from chin to the top of the forehead must be uncovered and should be clearly visible). Eye glasses may be worn but in that case candidate's eyes shall be clearly visible. Wearing dark glasses is not acceptable unless the candidate is visually impaired. However, a candidate claiming to be visually impaired must produce appropriate certificate in support of his/her claim. Also photographs showing candidate wearing hat or like will not be accepted.

- 5. Candidates are advised to follow & check the instructions such as Date of Examination, Issuance of Admit Card/ Call Letter etc. published time to time through Murshidabad District website: www.murshidabad.gov.in
- 6. Application once submitted, shall be treated as final. No request for incorporating any changes in the application form shall be entertained after submission of the same. Any omission/wrong information in the application cannot be excused and will lead to rejection of the application or candidature at any stage of the selection process without further intimation. The conditions prescribed cannot be relaxed.


14/11/25

7. Application not duly filled in, found incomplete or defective in any respect will be liable to rejection. If any statements made by the candidate be subsequently at any stage found to be false, his/her candidature will be liable to be cancelled, and even if engaged to the post on the basis of the selection procedure, his/her service shall be liable to terminated. In such an event, legal action will also be initiated. Willful suppression of material fact shall also be similarly dealt with.
8. The Selection Committee may, at any stage, require the candidates' such further proof or particulars as it may consider necessary, and may cause enquiries about the character or other particulars of the candidates regarding suitability and eligibility.
9. Date of Birth as recorded in the Admit Card/ Certificate of Madhyamik Pariksha or equivalent examination only shall be accepted as a valid proof for verification of age.
10. Candidates are required to appear for the Written Examination and viva voce test with photo bearing documents recognized by the Government as well as the Admit Card/Call Letter for each test. Admit will be dispatched by post. The photo bearing documents to be accepted by the committee for the said purpose are as follows: Elector's Photo Identity Card (EPIC), UID(Aadhaar Card), Passport, Admit Card of Madhyamik or equivalent with photograph, PAN Card, Driving License, Bank Pass Book containing photograph of the candidate, any other photo bearing document issued by the competent Government Authority of West Bengal.
11. Original Certificates and Testimonials and self-attested copies of all such documents relating to age, qualifications and previous employment will have to be submitted by the candidates as and when the Selection Committee ask for them. If any candidate fails to furnish such certificate or other relevant document or information relation to his/her candidature within the time specified by the Selection Committee, his/her claim for engagement may be passed over without any further reference to him/her.
12. Canvassing in any form is strictly prohibited and may result in cancellation of candidature.
13. The Selection committee will hold the absolute jurisdiction regarding preparation of panel for aforesaid vacant posts. The decision of Selection Committee regarding the preparation of the panel will be final.


P.O. cum D.W.O. 14/10/25

Convener Member, District Level Selection Committee
Murshidabad

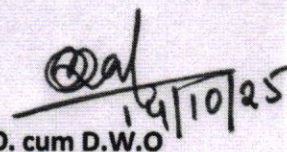
Memo No : 1967/1/47 / En/BCW/MSD

Date : 14.10.2025

Copy forwarded for information with the request to display the Notice in his/her Notice Board for wide Publicity to :

1. The Sabhadhipati , Murshidabad Zila Parishad.
2. The Additional District Magistrate (LR) , Murshidabad
3. The Additional District Magistrate (Gen) , Murshidabad
4. The Additional District Magistrate (Dev.) , Murshidabad
5. The Additional District Magistrate (ZP) , Murshidabad
6. The Sub-Divisional Officer, Jangipur/Kandi/Domkal/Lalbagh/ Berhampore Sub-Division , Murshidabad.
7. The Block Development Officer (All), Murshidabad.
8. The District Informatics Officer , NIC , Murshidabad with a request to publish the notice in the District Website www.murshidabad.gov.in for wide publicity .
9. The Chairman , Berhampore / Jangipur/Murshidabad/Jiaganj-Azimganj /Kandi /Dhulian / Domkal/ Beldanga Municipality , Murshidabad.
10. The DICO , Murshidabad.
11. P.A to the District Magistrate for kind appraisal of the authority .

Enclo : Copy of application Form .


P.O. cum D.W.O. 14/10/25

Convener Member, District Level Selection Committee
Murshidabad

APPLICATION FORM

To
The P.O-Cum-D.W.O,
Backward Classes Welfare & Tribal Development Department,
Berhampore, Murshidabad.

Paste one copy of
recent self
attested passport
size colour
photograph

Sub: Application for the post of- ASSISTANT ENGINEER, CIVIL (CONTRACTUAL) ☐

SUB-ASSISTANT ENGINEER, CIVIL (CONTRACTUAL) ☐

(Tick the post to be applied for)

PARTICULARS:

1. Name in full (Block Letter) :

2. Father's Name :

3. Date of Birth (Age as on 01.01.2025) :

4. Present Address : Village / Ward No. _____

P.O. _____ P.S. _____ Block/Municipality _____

Dist _____ Pin. _____

Contact No. (Mobile) _____ Email. _____

5. Permanent Address : Village / Ward No. _____

P.O. _____ P.S. _____ Block/Municipality _____

Dist _____ Pin. _____

6. Educational Qualification :

Sl.No.	Name of Examination	Board/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks

7. Experience, if any :

I declare that the information stated above is true to the best of my knowledge & belief.

8. ENCLOSURE:

i) Proof of Age.

ii) Proof of permanent residence.

iii) Proof of Educational Qualification.

iv) Aadhaar Card.

v) EPIC (Voter Card).

vi) Three Passport Size Photo with self attested (One paste on the application form).

* Write name of the post applied for on the envelope.

Date: _____

Place: _____

(Signature in full)