



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

Memo No.: 1971/Adv./BCW/Msd.

Date: 14/10/2025

NOTICE

In pursuance of Memo No.: 279-BCWTD(H) dated 09.10.2025 of The Project Officer (HQ) & Ex-Officio Joint Secretary to the Govt. of West Bengal, BCW & TD, read with the letter vide memo no. I/697588/2025 dated 08.10.2025 of the Special Commissioner, Tribal Development Department, offline Application in prescribed format is invited from Indian citizens who are resident of Nabagram Block for the following posts on purely temporary & contractual basis for **Singer ST Boys' Central Hostel, Nabagram, Murshidabad, under the Tribal Development Department, Government of West Bengal**. The relevant particulars like post, qualification, age limit, gender, monthly remuneration and anticipated vacancy are stated in the following table.

SL. No.	Name of the Post	Vacancy	Gender Category for the Post	Age as on 01/01/2025	Educational Qualification and Experience	Other Preferred Qualification	Other Qualification	Salary Per Month (Consolidated)
01	Superintendent	01 (UR)	Male	21-40 years	Graduate from a recognized University	-	Permanent Resident of Nabagram Block	Rs. 15000/-
02	Caretaker	01 (UR)	Male	21-40 years	Madhyamik / 10 th standard passed from a recognized Board	Ability to read and write in Bengali & English and Speak in Bengali	Permanent Resident of Nabagram Block	Rs. 9000/-
03	Cook	01 (UR)	Male	21-40 years	VIII pass	Ability to read, write and Speak in Bengali.	Permanent Resident of Nabagram Block	Rs. 7000/-
04	Helper	01 (UR)	Male	21-40 years	VIII pass	Ability to read, write and Speak in Bengali.	Permanent Resident of Nabagram Block	Rs. 5000/-
05	Karmabandhu	01 (UR)	Male	21-40 years	VIII pass	Ability to read, write and Speak in Bengali.	Permanent Resident of Nabagram Block	Rs. 5000/-
06	DCNG (Darwan cum Night Guard.)	01 (UR)	Male	21-40 years	VIII pass	Ability to read, write and Speak in Bengali.	Permanent Resident of Nabagram Block	Rs. 6000/-

1. GENERAL INFORMATION:

- Qualification as stated in the table must be possessed by the candidate on or before the date of publication of advertisement. 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.

P.O-Cum-D.W.O

B.C.W. & TD, Murshidabad

P.O.

c) Upper age limit is relaxable as per Government's norms.

2. SELECTION PROCEDURE:

The written examination will have objective type multiple choice questions for the post mentioned in Sl no. A and B. The subjects and the distribution of marks are as follows:

Sl No	Name of Post	Subject for Written Exam	Written Examination	Viva-voce
A	Superintendent	English, Bengali, General Knowledge, & Arithmetic	100	25
B	Caretaker	English, Bengali, General Knowledge, & Arithmetic	100	25
C	Cook	-	-	25
D	Helper	-	-	25
E	Karmabandhu	-	-	25
F	DCNG (Darwan cum Night Guard)	-	-	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 for the post as mentioned in table above in serial no. A and B.
- Only Viva Voce test will be conducted for the post as mentioned in table above in serial no.-C,D,E and F.
- 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 for the post as mentioned in table above in serial no. A and B.
- The final merit list & panel of wait listed candidates will be prepared on the basis of total marks obtained in the Viva-Voce test for the post as mentioned in table above in serial no. C,D,E and F.
- 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.
- Candidates scrutinized on the basis of eligibility criteria depicted in application form will be eligible to appear for the Written Examination for the Post of Superintendent and Caretaker.
- Valid Candidate for the posts of Cook, Helper, Karmabandhu & DCNG (Darwan cum Night Guard) will be called for Viva-Voce only.
- 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, caste certificate (if any), date of birth, experience certificate, etc. for verification.
- No TA/DA will be provided to attend this written examination and Viva- voce.
- 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.
- The engagements of the above posts are **purely on contractual basis and the same will not be regularized by any means**. 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:

- Application Mode: OFFLINE (By post or drop box-except Govt. holidays)
- Typed application form to be filled in as appended with notice.
- No other means of submission will be accepted.
- Commencement of submission of application from 16.10.2025.
- Closing date of submission of application is 12.11.2025.
- Place of the submission of application: Drop Box kept at the Room No.: 313, New Administrative Building, Berhampore, Murshidabad.
- Application form duly filled in addressed to the **P.O-CUM-D.W.O. BCW&TD. 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 ordinary post.
- Name of the Post applied for must be mentioned on the Envelop to be dropped/sent.

14/10/25
P.O-Cum-D.W.O
B.C.W. & TD, Murshidabad

ix) No application through Speed Post/Registered Post/Courier is entertained.

4) Documents to be enclosed:

a) For Superintendent & Caretaker:

- i) Admit Card of Madhyamik Examination.
- ii) Final Mark sheet of Graduation (for Superintendent), Mark sheet of Madhyamik or Equivalent Examination (for Caretaker).
- iii) Caste Certificate, if any (for age relaxation only).
- iv) Aadhaar Card.
- v) Voter Card.
- vi) 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.

b) For Cook, Helper, Karmabandhu & DCNG (Darwan cum Night Guard):

- i) Residential Certificate from competent Authority.
 - ii) Age proof certificate.
 - iii) Proof of educational qualification
 - iii) Aadhaar Card.
 - iv) Voter Card.
 - v) Caste Certificate, if any (for age relaxation only).
 - vi) Experience Certificate, if any.
 - vii) Three Passport Size Photo with self attested (One paste on the application for and other two to be pasted on call letter and its counter foil) the specification of the Photo will be as mentioned for the same of Superintendent and Caretaker.
- 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) Valid & Invalid list of application will be uploaded in the website after scrutinized of all application.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) 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 for the post of Superintendent and Caretaker.
- 11) For the posts of COOK, HELPER, KARMABANDHU & DCNG (Darwan Cum Night Guard) Birth Certificate or School Certificate mentioning date of birth will be accepted as proof of age.
- 12) 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

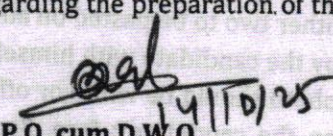
P.O-Cum-D.W.O
B.C.W. & TD, Murshidabad

containing photograph of the candidate, any other photo bearing document issued by the competent Government Authority of West Bengal.

13) Original Certificates and Testimonials and self-attested copies of all such documents relating to age, qualifications, caste certificate 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.

14) Canvassing in any form is strictly prohibited and may result in cancellation of candidature.

15) The Selection committee will hold the absolute jurisdiction regarding preparation of panel for aforesaid vacant posts of Superintendent, Caretaker, Cook, Helper, Karmabandhu and DCNG (Darwan cum Night Guard). The decision of Selection Committee regarding the preparation of the panel will be final.


P.O. cum D.W.O.

Convener Member, District Level Selection Committee
Murshidabad



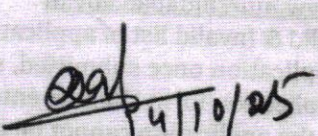
Memo No.: 1971/1(11)/En/BCW/Msd.

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 Zilla 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.

Encl : Copy of application Form .


P.O. cum D.W.O.

Convener Member, District Level Selection Committee
Murshidabad



APPLICATION FORM

(A)

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 SUPERINTENDENT/CARETAKER:

(Tick the post to be applied for and fill in the Blank)

(_____)

PARTICULARS :

1. Name in full (Block Letter) :

2. Father's /Husband'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. Whether SC/ST/OBC :
(Copy to be enclosed)

8. Experience, if any :

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

ENCLOSURE:

- Proof of Age.
- Proof of permanent residence.
- Caste Certificate (if applicable).
- Proof of Educational Qualification.
- Aadhaar Card.
- EPIC(Voter Card).
- Three Passport Size Photo with self attested (One paste on the application form).

Date: _____

Place: _____

(Signature in full)

APPLICATION FORM

(B)

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 the COOK/ HELPER/DCNG/KARMABANDHU: (_____)
(Tick the post to be applied for and fill in the Blank)

PARTICULARS :

1. Name in full (Block Letter) :

2. Father's /Husband'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. Whether SC/ST/OBC :

(Copy to be enclosed)

8. Experience, if any :

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

ENCLOSURE:

- Proof of Age.
- Proof of permanent residence.
- Caste Certificate (if applicable).
- Aadhaar Card.
- EPIC (Voter Card).
- Experience Certificate, if any.
- Three Passport Size Photo with self attested (One paste on the application form).

Date: _____

Place: _____

(Signature in full)