



Govt. of West Bengal
OFFICE OF THE DISTRICT MAGISTRATE, JHARGRAM
(Youth Services & Sports Section)
P.O. - JHARGRAM :: Dist. - JHARGRAM

Landline - 03221 257915

FAX - 03221 257797

Email - jhargramdm@gmail.com

Memo. No. : 246/DYO/JGM/2019

Date : 07.06.19

Recruitment Notice

Applications are invited for following Contractual Posts for Bengal Archery Academy at Jhargram in prescribed format with all relevant documents within 5:30 p.m. of 8th July, 2019.

Sl. No.	Name of the Sanctioned Post	No. of Vacancy in the Sanctioned Post	Category
1	Hostel Super	1	Unreserved (Female)
2	Lower Division Clerk	1	Unreserved

Detailed information may be obtained from website www.jhargram.org and this office notice board.


District Magistrate
Jhargram

- Enclosure: 1. General Information & Instruction for Application
2. Application Format

General Information & Instruction for Application

Applications are invited from the candidates having required eligibility for the below mentioned posts.

Sl. No.	Name of the Post	Number of Post	Requirements	Age Limit	Remuneration
1	Hostel Super (On temporary contract basis)	Unreserved - 1(Female candidates only)	a) Must have passed Graduation from any recognized University or its equivalent. b) Must have basic knowledge of computer operation with typing ability. c) Candidates having sufficient experience of running sports hostel or like other institution in Government establishment or Semi /Local Government or in private will be given preference. d) Full time Residential post at the Academy Quarter (Jhargram). e) The post is reserved for the Female candidates only	18-40 years (as on 01/01/2019). <u>Relaxation of age shall be applicable as per existing rule.</u>	Lump sum Rs. 12,000/- per month*
2	Lower Division Clerk (On temporary contract basis)	Unreserved - 1	a) Must have passed Madhyamik Examination/ Class X or its equivalent from any recognized Board. b) Must have basic knowledge of computer operation with typing ability. c) Candidates having sufficient experience of working in Government establishment or Semi /Local Government, Undertaking institution or in private will be given preference.		Lump sum Rs. 8,500/- per month*

* No TA/DA is admissible.

Scheme and Syllabus of Examination:-

- 1. Hostel Super:** The Examination shall be made through viva-voce only. The viva voce including test of personality, matter relating to the business of sports hostel, general sense of hospitality and management, geographical knowledge of the candidates etc. The total marks for examination shall be 100. Out of 100 marks, 80 marks will be for knowledge on above referred subjects and 20 marks will be for personality, health and fitness of the candidates.
- 2. Lower Division Clerk:** The Examination shall be made through viva-voce only. The viva voce including test of personality and knowledge in English, Bengali, MS Office, Internet, Emailing, General Knowledge and Office Management etc. The total marks for examination shall be 100. Out of 100 marks, 80 marks will be for knowledge on above referred subjects and 20 marks will be for personality, health and fitness of the candidates.

Documents to be submitted as enclosure with application

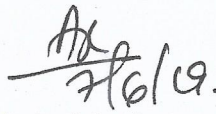
- Self attested copy of Proof of age (Birth Certificate or Admit Card of Madhyamik or equivalent Examination mentioning the DOB will be considered).
- Self attested copy of Caste certificate (Caste certificate from the concerned SDO will be considered), if any.

- c) Self attested copy of EPIC (Electoral Photo Identity Card) i.e. Voter ID.
- d) Self attested copy of documents in connection with Educational Qualification(s).
- e) Self attested copy of Working Experience Certificate, if any.

- **The filled in application is to be submitted in a sealed/closed envelope, super scribing the name of post on top of the envelope.**
- **The filled in applications must reach the office of the undersigned by post or by hand to the following address within 5:30 p.m. of 12th July, 2019.**

To,
The District Magistrate, Jhargram
(Youth Affairs & Sports Section)
At & P.O. – Jhargram
Dist- Jhargram
Pin- 721507

- **Incomplete application/ application of candidates not fulfilling eligibility condition will be summarily rejected and those candidates will not be considered for ‘viva-voce’.**
- **Candidates will be called for ‘viva-voce’ at this office if his/ her application is considered primarily. However, no TA/DA will be allowed to the candidates for attending ‘viva-voce’.**
- **Attending ‘viva-voce’ is not guarantee for getting employment.**
- **The undersigned reserves the right to cancel the recruitment process at any stage without assigning any reason whatsoever.**
- **Candidate has to produce original documents during ‘viva-voce’. Failure of this may alter act attract cancellation of candidature. which**
- **The initial contract for successful candidates will be of one year from the date of recruitment.**
- **However, the contract may be terminated before the term of one year if the candidate is found to be unfit, ineligible at any stage even after recruitment or any misconduct/ insubordination or violation of service condition.**
- **Further extension of contract is not guaranteed and subject to satisfaction of the authority/ policy decision etc.**
- **Beside verification of documents, the authority may consider for police verification (if required) with respect to domicile, academic qualification(s) & experience (if any) before recruitment of selected candidates.**
- **The selected candidate(s) has to undergo medical test/ examination to verify his/her fitness for the post.**


District Magistrate
Jhargram

Application Format for the Post of

Notice No. - 246/DYO/JGM/2017

Dated- 07/06/2019

Affix a self
attested colour
photograph

To
The District Magistrate
Jhargram
(Youth Affairs & Sports Section)

1. Name in Full (In Bloc) : _____
2. Sex (Put a tick) : Male Female
3. Fathers/ Husbands Name : _____
4. Caste (Gen/SC/ST/OBC-A/OBC-B) : _____
5. Date of Birth : _____
6. Age as on 01.01.2019 : _____
7. Contact No. : _____
8. Permanent Address : _____

9. Present Address : _____
with Pin Code _____

Academic Qualification

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

Work Experience

Sl. No.	Name of Organization	Designation & Nature of Work	Duration

I, SOLEMNLY DECLARE THAT (A) ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE; (B) ORIGINAL DOCUMENTS WILL BE PRODUCED ON THE DATE OF VIVAVOCE; (C) I UNDERSTAND THAT THE CONCERNED AUTHORITY DESERVES THE RIGHT TO REJECT MY CANDIDATURE UPON SHORT LISTING OF THE CANDIDATES BASED ON QUALIFICAIONS AND EXPERIENCE AS DESIRED BY THE CONCERNED ATHORITY.

Date :

Signature of the Candidate

List of Enclosures (Put a tick):

- i) Self attested copy of Proof of age
- ii) Self attested copy of Caste certificate, if any.
- iii) Self attested copy of Voter ID.
- iv) Self attested copy of documents in connection with Educational Qualification.
- v) Self attested copy of Working Experience Certificate, if any.