



Government of West Bengal
Office of the District Magistrate, Purba Bardhaman
District Social Welfare Section
Sub Station Building, Count Compound,
Near Hawkers' Market, Purba Bardhaman-713101
Ph No. 7797110455

NOTICE

In pursuance of Memo No. 596-SW/O/JJA-25/15 dated 23.01.2019 of Department of Women & Child Development and Social Welfare, Government of West Bengal, **online applications** in prescribed form are invited from eligible candidates for engagement to one purely temporary and **contractual clerical post under Integrated Child Protection Scheme (ICPS), "Bench Clerk"** for Juvenile Justice Board, Purba Bardhaman. The contract may be renewed on yearly basis by the Department of Women & Child Development and Social Welfare, West Bengal on the basis of requirement of contractual staff for the post and upon satisfactory performance of the incumbent. Willing candidates have to **apply online only through** email ID : **jibpbdnrecruitment22@gmail.com** before the closing date i.e. **15/02/2022** Applications are to be submitted in prescribed proforma. No application received in any other mode will be entertained .

Vacancy, eligibility and other criteria for the post Bench Clerk are mentioned below :

Name of the post	:	Bench Clerk
Number of post	:	01
Category	:	Unreserved
Required minimum Educational qualification	:	Passed Higher Secondary or equivalent examination from Govt-recognized Board / Council.
Other Educational Qualification	:	Knowledge in computer operation
Age	:	21 –40 years (as on 01.01.2022).
Consolidated remuneration	:	Rs. 14,770/- per month.
Job-responsibility	:	Drafting and Typing in relation to Judicial works, receiving/issuance of certified copies and other works as assigned by the Ld. Principal Magistrate, Juvenile Justice Board, Purba Bardhaman for smooth functioning of the Board and by District Authority.

OTHER INFORMATION:

The above post is purely temporary & contractual in nature. Initial period of contract for selected candidate will be 1 (one) year which may be renewed according to orders of the Authorities. However, the appointing authority may terminate the contract with a notice of 1 (one) month without assigning any reason whatsoever.

Eligible and intending candidates may send scanned copies of the following documents only through e-mail mentioned above :

- 1. Duly filled up prescribed application form.***

2. **One passport size colour photograph (to be pasted on application form)**
3. **Self attested Photo copy of EPIC Card / AADHAAR Card / Ration Card.**
4. **Self attested Photo copy of Age Proof Certificate (Admit Card/certificate of Madhyamik or equivalent examination).**
5. **Self attested Photo copy of Higher Secondary or equivalent examination from Govt.-recognized Board / Council.**

All the applications received will then be verified and applications would be short-listed .Candidates selected on the basis of above criteria will be called for appearing in written examination. Top 10 candidates on the basis of marks obtained in written examination will be called for Computer Ability Test. Top 5 candidates on the basis of total marks obtained in written and Computer Ability Test will be called for viva-voce. No canvassing in any form would be entertained.

Last date of receiving application is : 15/02/2022.

No applications received after 4-30 PM of last date will be entertained.

DETAILS OF EXAMINATION :

Sl. No.	Name of the Post	Sanctioned post	Written marks	Computer test	Viva Voce	Total marks	Syllabus & distribution of Marks in Written Exam
1.	Bench Clerk	1	80	10	10	100	English, Bengali, GK & Current Affairs, Juvenile issues and Arithmetic.

Name of the candidates eligible for appearing in the written examination and date, time and venue of the Written Examination will be announced in Website in this district <https://purbabardhaman.nic.in/> and be mentioned on the Admit Card which will be sent to e-mail address provided by the candidates in application form from the email id mentioned above .

No separate admit card will be issued for Computer Ability Test. List of candidates eligible for Computer Ability Test; date, time and venue of will be announced in district website as mentioned above.

If any change takes place in the eligibility criteria, syllabus for examination, vacancy position, date & venue of examination or any other issues directly related with this notification will be brought to the notice of the candidates through aforesaid website only.

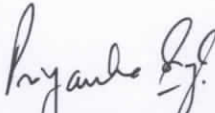
The final merit list will be prepared on the basis of marks obtained in Written Examination, Computer Ability Test and Viva Voce and will be valid for two year from the date of publication.

SPECIAL INSTRUCTION FOR WRITTEN EXAMINATION :

1. No candidates shall be allowed to enter venue of examination without face-mask. Every candidate has to strictly follow Guidelines and Advisories issued by Government in relation to COVID-19 during his/her presence in the selection process.
2. The candidate must abide by the instructions as may be given by Supervisors / Invigilators at the Examination Hall. If the candidate fails to do so or indulge in disorderly or improperly conduct he / she will render himself /

herself liable to expulsion from Examination Hall and / or such other punishment as the Selection Committee may deem fit to impose.

3. A candidate who has been reported against by the supervisor of the Examination centre for violation of any of the instructions, his / her candidature will be cancelled and also debar from future examinations and selection as may be decided by Selection Committee according to the circumstances of the case.
4. No candidate shall be allowed to enter the examination hall unless he / she hold the Admit Card for the examination.
5. Candidates shall have to bring one original photo Identity Card, such as EPIC/Aadhaar / Madhyamik Admit Card / Driving license / Passport etc. along with the admit card. Candidate, who do not follow the above instructions will not be permitted to appear in the written examination.
6. Any attempt on the part of candidate to enlist support for his/her application through persons, officials of Government or agencies will disqualify him/her for appointment.
7. No candidate shall be allowed to enter the examination Hall with mobile and/or any electronic gadgets, bag, water Bottle etc. If anybody still brings the same then the arrangement of keeping of those items outside the examination hall has to be made by themselves.
8. No TA/DA will be applicable for the candidate who will appear the written test, Computer Ability Test and Viva-Voce.

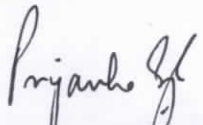

District Magistrate
Purba Bardhaman

Memo No 169 (35) /SW/BWN

Date 31 / 01 /2022

Copy forwarded for information and wide publicity to :-

1. The Director, CRT, "Saishali", Building, Salt Lake, Kolkata – 700064
2. The Addl. District Magistrate (D), Purba Bardhaman
3. The Ld. Secretary, DLSA, Purba Bardhaman
4. The Ld. Principal Magistrate, Juvenile Justice Board, Purba Bardhaman
5. The O.C., Social Welfare Section, Purba Bardhaman
- 6-9. The Sub Divisional Officers (All), Purba Bardhaman
- 10-33. The Block Development Officer (All) Purba Bardhaman
34. The DIO, NIC, Purba Bardhaman, with a request to publish the Notice in District Web Site.
35. The DICO, Purba Bardhaman for wide publication.


District Magistrate
Purba Bardhaman

Application Form for the Contractual Post of Bench clerk for Juvenile Justice Board, Purba Bardhaman

To
The District Magistrate
(Social Welfare Section)
Purba Bardhaman – 713101.

Please paste
recent colour
photograph

Sub – Application for engagement to Contractual Post Bench clerk

Sir,

In terms Notice No. 169(35)/SW/BWN dated 31.01.2022 of your office, I am to furnish below my particulars for kind consideration of my candidature for the temporary & contractual post as mentioned above.

1. Application for the post :
2. Name (In Block Capitals) :
3. Father's /Husband's name :
4. Date of Birth :
5. Age (as on 01.01.2022) :
6. Address (Present & Permanent) :
7. E-mail ID :
8. Contact No. (Mobile) :
9. Educational Qualifications :

Examinations Passed	Name of Board / University	Total Marks obtained	Division / Grade

All the particulars furnished above are true to the best of my knowledge and belief and if any of the above is proved to be wrong my candidature will be liable for cancellation at any time, even after selection.

Date:

Place:

Full Signature of the applicant

List of documents attached :

- 1.
- 2.
- 3.
- 4.
- 5.