

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE,
DISTRICT CHILD PROTECTION UNIT
DARJEELING

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Memo no. 722/DCPU/DARJ/2022

Date: 16.09.2022

NOTICE

In pursuance of Memo No. 596-SW/O/JJA-25/15 Dated : Kolkata, the 29th January 2019 of the Secretary, Women & Child Development & Social Welfare Department, filled in application in prescribed format is hereby invited from the eligible candidates for filling up of the following **contractual posts** in the Juvenile Justice Board, Darjeeling. The details of the vacancies are as follows:

SL No.	Name of the Post	Code for the	Vacancy	Salary per month	Age	Qualification	Reservation
1	Bench Clerk	001	1	Rs 13500/-	21-40 years	Higher Secondary	Scheduled Caste
2	Lower Division Clerk	002	1	Rs 13500/-	21-40 years	Madhyamik	Unreserved
3	Oderly	003	1	Rs 12000/-	21-40 years	Class Passed VIII	Unreserved
4	Oderly	004	1	Rs 12000/-	21-40 years	Class Passed VIII	Scheduled Tribe

General Terms & Conditions:

- 1) The written examination will be held for recruitment to the post Bench Clerk and Lower Division Clerk.
- 2) The computer test will also be held only for the candidates who are successful in the written test for the post of Bench Clerk and Lower Division Clerk.
- 3) Candidates who are successful in Computer Test for the post of Bench Clerk and Lower Division Clerk, will be called to appear in Viva Voce.
- 4) For the Post of Orderlies the candidate should have the ability to read, write and speak in Nepali/Bengali and Hindi.
- 5) **Eligible candidates can apply for one post only.**
- 6) The prescribed application form may be downloaded from the website <https://darjeelingdistrict.in>
- 7) The District Level Selection Committee, Darjeeling reserves the right to reject any application not properly filled up .
- 8) The filled in Application will be received from 21.09.2022 to 21.10.2022 by register post/ speed post on all working days at the Office of the District Child Protection Unit, Office of the District Magistrate, Darjeeling. Applications should reach the Office in the following address within 21.10.2022:
**The District Child Protection Officer ,
District Child Protection Unit,
Office of the District Magistrate, Darjeeling,
Kutchery Complex,
Lebong Cart Road
Darjeeling 734101**
- 9) Age of the candidate will be calculated as on 01.01.2022.

Requisite documents:

Application must be supported by the following documents which must be self attested/certified:

- I. Two recent passport size photographs
- II. Age proof (PAN Card/Voter Card/ School Admit Card / Birth Certificate / Adhar Card)
- III. Residential proof (Adhar Card / Voter Card / Certificate from local Authority / Municipality / BDO etc)
- IV. Caste Certificate from competent authority for the post code 001 i.e. Bench Clerk and ST Certificate for code 004 Orderlies is to be submitted.
- V. Education Qualification Certificate / Mark sheet
- VI. Experience Certificate (if any)
- VII. Computer Certificate (for the post of Bench Clerk/Lower Division Clerk)
- VIII. Two self addressed envelopes with requisite postage stamps for sending admits via posts.

Additional District Magistrate Darjeeling
&

Chairperson, District Level Selection Committee

Application for the posts of Bench Clerk, Lower Division Clerk, & Orderlies on Contractual basis in Juvenile Justice Board, Darjeeling

To,
The Chairperson, District Level Selection Committee
& Additional District Magistrate
Darjeeling

Paste one self
attested
recent
Passport size
Photograph

Name of the post applied for _____ (Post Code : _____)

1. Name of the Applicant (in block letters):.....
(Note: Name as recorded in the Matriculation /Secondary Certificate)
2. Father's /Husband's Name :.....
3. Sex (male/Female):.....
4. Date of Birth (dd/mm/yy):.....

(Date of birth as accorded in the birth certificate issued by competent authority / Madhyamik / Secondary Examination / School leaving certificate)

5. Age (as on 01.01.2022) :
6. Contact no. (Mandatory): / Email ID:

7. Permanent Address: Village/ Street: P.O. :

Block /Municipality:P.S :

District: PIN Code:

State:

8. Present Address of Communication: Village /Steet:..... P.O:

Block/Municipality:.....P.S:

District:.....PINCode:

State:

9. Caste /Category:.....

10. Educational Qualification (Mention from Matriculation & upwards and attach self- attested copy)

SL NO.	Exam Passed	Board/ University	Year of Passing	Total Marks	Marks obtained	% of Marks

11. Qualification in Computer:..... (attach self-attested copy)

12. Work experience /any other professional qualification..... (attach self- attested copy).

DECLARATION

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

Place: _____

Date: _____

Signature of the applicant