

GOVERNMENT OF WEST BENGAL  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
BALURGHAT DEVELOPMENT BLOCK, DAKSHIN DINAJPUR

Email-

Memo NO: 535/B.D.O.

Notice

Date: 07/02/2024

As per resolution taken by the five member advisory committee Vide Order no 3492-BCW/5SM-13/2006 dt-11/12/2006 and the order vide memo no-153/BCW&TD (DD) dated-18.01.2024 by the PO cum DWO, Dakshin Dinajpur, The office of the Balurghat Block Development officer Will organize a recruitment process for the engagement of 02 (Two) Male Superintendents for the below mentioned 02(Two) nos. Govt. Sponsored Ashram Type Hostel, Balurghat, D/Dinajpur.

1. Chakram B.L High school Ashram Hostel
2. Badamail L.P High school Ashram Hostel

### **Vacancies & Post details: 02 (Two), UR**

- Male Hostel superintendent.
- The engagement will be done purely temporary and on contractual basis. The contract has to be renewed every year as per the performance of the candidate.

### **Qualification and Other criteria:**

- Graduation or equivalent degree from a recognized institution.
- He will be in charge of the hostel and boarders.
- He must be a citizen of India.
- He must be a resident of Bhatpara Gram Panchayat eligible for the post of Superintendent in Chakram B.L High school Ashram Hostel & resident of Amritakhanda Gram Panchayat eligible for the post of Superintendent in Badamail L.P High school Ashram Hostel.
- Only Epic/Voter, Aadhar & Ration card will be treated as Residential proof.
- Applicant must complete certificate course (minimum 6 months) on computer (certificate issue date before 08.02.2024).
- It is a residential post and he should stay at the hostel premises (day & night). He cannot leave the hostel without prior permission of the Head of the Institution.

N.B- The candidates must fulfil the requisite qualifications by the closing date of submission application.

**Age: Not below 21 years but not more than 40 years as on the 1<sup>st</sup> January of 2024.**

N.B- Age as recorded only in the Madhyamik or equivalent certificate will be accepted.

### **Recruitment Procedure:**

- Recruitment will be done on the basis of Marks in Secondary (10<sup>th</sup> Class), marks in Higher secondary (12<sup>th</sup> class), marks in Graduation (B.A/B.SC/B.COM/equivalent) and interview marks.



| Secondary(10 <sup>th</sup> Class)<br>Total marks – 05<br><b>Column (a)</b>                                              | Higher secondary (12 <sup>th</sup> class),<br>Total marks – 05<br><b>Column (b)</b>                                     | Graduation (B.A/B.SC/B.COM)<br>Total marks – 05<br><b>Column (c)</b>                                                   | Interview<br>Total marks-05<br><b>Column (d)</b>                                                                                                                                                                                             | Total- 05+05+05 +05=20 marks<br><b>Column (a+b+c+d)</b> |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 60% and above =05 marks.<br><br>50% to below 60%=04 marks.<br><br>40% to below 50%=03 marks.<br><br>Below 40%=02 marks. | 60% and above =05 marks.<br><br>50% to below 60%=04 marks.<br><br>40% to below 50%=03 marks.<br><br>Below 40%=02 marks. | 1 <sup>st</sup> division=05 marks.<br><br>2 <sup>nd</sup> division=04 marks.<br><br>3 <sup>rd</sup> division=03 marks. | There are 5 (five) board members in the interview panel, each will have 05 marks i.e. (5*5=25 marks). The marks given by 5 interviewers will be added. Then This added marks will be divided by 5, will be the final number of this segment. |                                                         |

- Applicant getting the highest marks out of 20 marks (mentioned in the above table) for Bhatpara Gram Panchayat will be selected as Superintendent in Chakram B.L High school Ashram Hostel.
- Applicant getting the highest marks out of 20 marks (mentioned in the above table) for Amritakhanda Gram Panchayat will be selected as Superintendent in Badamail L.P High school Ashram Hostel.
- Monthly remuneration- 6000/- (Six Thousand only) per month for hostels having a capacity of 50 students or below and above 50 students Rs 1000/- for every 10 students or fraction thereof subject to a ceiling of Rs 11000/-.

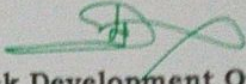
#### **How to apply:**

- Any male resident under the jurisdiction of only Bhatpara Gram Panchayat, Balurghat Development Block may apply offline for the post of Superintendent in Chakram B.L High school Ashram Hostel.
- Any male resident under the jurisdiction of only Amritakhanda Gram Panchayat, Balurghat Development Block may apply offline for the post of Superintendent in Badamail L.P High school Ashram Hostel.
- Application must be submitted within the stipulated time period at the office of the Block Development officer, Balurghat Development Block, Balurghat, and Dakshin Dinajpur in the prescribed proforma.



## Recruitment Schedule:

- Starting date of submission of offline application- 8<sup>th</sup> February, 2024
- Closing date for submission of offline application- 20<sup>th</sup> February (Upto afternoon 4:00 P.M), 2024.
- Candidates can collect the Application Form from Chakram B.L High School, Badamail L.P High School, Office of the Balurghat Panchayat Samity and website- <https://ddinajpur.nic.in> and submit the application form in the drop box kept (locked) in the office of the Balurghat Dev. Block (BCW section).
- Date and time of Walk-in interview : 23<sup>rd</sup> February, 2024 from 10:00 A.M
- Reporting time for interview : 23<sup>rd</sup> February, 2024 from 09:00 A.M
- Venue of the interview: Balurghat BDO Office

  
**Block Development Officer**  
**Balurghat Dev. Block**

&  
**Chairman, convenor of Advisory committee**

Memo NO:

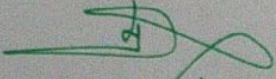
535/1 (15)

Date:

07/02/2024

### Copy forwarded for information:

- 1) The District Magistrate, D/Dinajpur
- 2) The Addl. District Magistrate (G), D/Dinajpur
- 3) The Addl. District Magistrate (D), D/Dinajpur
- 4) The PO cum DWO, D/Dinajpur
- 5) The Sub divisional Officer (Sadar), Balurghat, D/Dinajpur
- 6) The DI (SE), D/Dinajpur
- 7) The Sabhapati, Balurghat Panchayat Samity
- 8) The SI of schools, Sadar Circle, with request to put up in the notice board of your office for wide awareness.
- 9) The SI of schools, North Circle, with request to put up in the notice board of your office for wide awareness.
- 10) The Headmaster, Chakram B.L High school, with request to put up in the notice board of your office for wide awareness.
- 11) The Headmaster, Badamail L.P High school, with request to put up in the notice board of your office for wide awareness.
- 12) The KarmaDhyaksha of Siksha, Sanskriti, Tathya & Kriya, Balurghat Panchayat samity.
- 13) The Prodhan, Bhatpara GP, Balurghat Dev. Block, with request to put up in the notice board of your office for wide awareness.
- 14) The Prodhan, Amritakhanda GP, Balurghat Dev. Block, with request to put up in the notice board of your office for wide awareness.
- 15) The IBCW, Balurghat Dev. Block

  
**Block Development Officer**  
**Balurghat Dev. Block**

&  
**Chairman, convenor of Advisory committee**



## Application Form

For the recruitment of Male Superintendent at Chakram B.L High school Ashram Hostel & Badamail L.P High school Ashram Hostel (Temporary & Contractual Basis)

- Applicant's Name (CAPITAL LETTERS): .....
- Father's Name:.....
- Mother's Name:.....
- Permanent Address : .....

Paste recent colored Size photograph

- 
- Religion: .....
  - Nationality: .....

- Whether a resident under Balurghat Development Block (Yes/No): .....
- Whether a resident of Bhatpara Gram Panchayat (Yes/No): .....(If yes) apply for Superintendent at Chakram B.L High school Ashram Hostel.
- Whether a resident of Amritakhanda Gram Panchayat (Yes/No): ..... (If yes) apply for Superintendent at Badamail L.P High school Ashram Hostel.
- Date of Birth: .....

Put tick mark on the caste from which the applicant belongs to:

- Category: General /Scheduled Caste(SC)/Scheduled Tribe(ST)/Other Backward Class(OBC)

➤ **Educational Qualification:**

| Education Status | Year of Passing | Board/ Council | Marks obtained | Total Marks | % of marks obtained | Division/Class |
|------------------|-----------------|----------------|----------------|-------------|---------------------|----------------|
|                  |                 |                |                |             |                     |                |
|                  |                 |                |                |             |                     |                |
|                  |                 |                |                |             |                     |                |

- Whether applicant has any working experience(Y/N):.....
- If yes then provide details of work experience:.....
- Whether applicant has computer certificate:.....



➤ Put tick mark on the details below-

➤ Computer certificate: 6 month/ 1 year/ 1 year 6 month/ 2 year/ 2 year 6 month/ 3 year.

➤ Contact No:.....

➤ Email Id : ....

All the information's given are true to my knowledge and I also fulfill all the criteria of the said post. If anything false found later on my application liable to be cancelled.

| Sl no. | Enclosure List (Self Attested copies)                   | Put ( Yes/No )on the boxes |
|--------|---------------------------------------------------------|----------------------------|
| 1      | Passport photograph                                     |                            |
| 2      | Copy of Voter Id                                        |                            |
| 3      | Copy of Aadhar card                                     |                            |
| 4      | Copy of Ration card                                     |                            |
| 5      | Copy of Birth certificate/Madhyamik admit               |                            |
| 6      | Copy of Caste certificate (If any)                      |                            |
| 7      | Copy of Madhyamik (10 <sup>th</sup> )Mark sheet         |                            |
| 8      | Copy of Madhyamik (10 <sup>th</sup> )certificate        |                            |
| 9      | Copy of Higher secondary(12 <sup>th</sup> ) Mark sheet  |                            |
| 10     | Copy of Higher secondary(12 <sup>th</sup> ) certificate |                            |
| 11     | Copy of Graduation Final Mark sheet                     |                            |
| 12     | Copy of Graduation certificate                          |                            |
| 13     | Copy of Work experience certificate ( If any)           |                            |
| 14     | Copy of 6 month /1yr Computer Certificate               |                            |

Date:.....

Place:.....

Signature of the Applicant

.....

N.B-

- One applicant can apply for only one (01) post.
- Only the resident of Bhatpara G.P can apply for the post of Superintendent atChakram B.L High school Ashram Hostel.
- Onlythe resident of Amritakhanda G.P can apply for the post of Superintendent atBadamail L.P High school Ashram Hostel.
- Male applicants are only eligible for the post.
- Minimum Graduation from any recognized University is one of the eligibility criteria for the post.
- Age should be between 21 years to 40 years as on 01.01.2024.
- All attached documents(x-rox) should be self-attested.
- Submit this (01 copy colour photo should bring at the time of submission) application form with all attached documents covered with sealed envelope to the drop box kept on the Office of the Balurghat Dev. Block (BCW section).
- Applicant must bring all the original copies of Documents at the time of interview i.e 23<sup>rd</sup> February, 2024 FROM 10:00 A.M