



GOVERNMENT OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER, COOCH BEHAR-II BLOCK
P.O. PUNDIBARI, Dist. Cooch Behar, Pin 736165, West Bengal
Phone: 03582-270890 Email id: coochbehar2@bengal.gov.in

Memo No: 2244

Date: 24/07/2025


NOTICE FOR ENGAGEMENT AS HELPER IN KHAGRABARI H.C VIDYAPITH ASHRAM HOSTEL

A Walk-in-interview for engagement as Helper in Khagrabari H.C Vidyapith Ashram Hostel, Coochbehar II Development Block as per vacancy position appended below:

Name of Post	No of Vacancy	To be engaged at
Helper	01 (Unreserved)	Khagrabari H.C Vidyapith, Vill+ P.O- Khagrabari, GP- Khagrabari, Block- Coochbehar II Dist- Coochbehar

- **Eligibility-1)** Minimum educational Qualification for the post of Helper is Class VIII Pass from any of the recognized School.
2) Only **Female** are eligible for this application.
3) She must be a resident of **Khagrabari gram panchayat** under Coochbehar II Block (**Only Voter card will be treated as residential Proof**).
- **Age-** Not below 21 years but not more than 40 years as on 01/07/2025. Age will be calculated in terms of **Voter card only where Date of Birth is mentioned**. The Upper age limit is relaxable by 5 years for candidates belonging to the SC & ST Community and by 3 years for OBC (Non- Creamy Layer) candidates of West Bengal.
- **Tenure of Engagement-** 01 (one) year. (Contract will be renewed every year as per certificate of Head of the Institution of Khagrabari H.C Vidyapith).
- **Remuneration-** Rs. 5000/- per month.
- **Date& Time of Interview-** 13th August, 2025; 12:00 noon
- **Venue of Interview-** Office of the Block Development Officer, Coochbehar II Development Block.
- **Time of reporting for interview-** 13th August, 2025; 11:00 AM
- **Starting date of form fill up-** 29th July, 2025; 11:00 AM
- **Closing date of form fill up-** 6th August, 2025; 3:00 PM

- **Form Collection-** Khagrabari H.C Vidyapith, Vill+ P.O- Khagrabari, G.P- Khagrabari
- **Form submission-** Khagrabari H.C Vidyapith, Vill+ P.O- Khagrabari, G.P- Khagrabari



Block Development Officer
Coochbehar II Dev. Block
 &
Chairman, convenor of Advisory committee

Memo NO: 2244/1 (9)

Date: 24-7-25

Copy forwarded for information:

- 1) The District Welfare Officer, Coochbehar
- 2) The Sub divisional Officer, Coochbehar (Sadar), Coochbehar
- 3) The Sabhapati, Coochbehar II Panchayat Samity
- 4) The SI of schools, Khagrabari Circle, with request to put up in the notice board of your office for wide awareness.
- 5) The DIO, Coochbehar with a request to put up the Advertisement in district website.
- 6) The Headmaster, Khagrabari H.C Vidyapith, (i) with request to put up in the notice board of your school for wide awareness (ii) Maintain a register of issued forms and send all the applications as well as the register within 6th August, 2025; 5:00 PM to the Coochbehar II Block (BCW Section)
- 7) The Prodhan, Khagrabari GP, Coochbehar II Dev. Block, with request to put up in the notice board of your office for wide awareness.
- 8) The IBCW, Coochbehar II Dev. Block
- 9) Office file


Block Development Officer
Coochbehar II Dev. Block
 &
Chairman, convenor of Advisory committee

Application Form

For the recruitment of Helper at Khagrabari H.C Vidyapith Ashram Hostel
(Temporary & Contractual Basis)

➤ Applicant's Name (CAPITAL LETTERS):

➤ Father's

Name:

➤ Husband's

Name:

➤ Permanent Address :

.....

Paste recent
colored Size
photograph

➤ Religion:

➤ Nationality:

➤ 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)

➤ Contact No:

➤ Email Id (If available) :

☐

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 (Age & Residential proof)	

3	Copy of Aadhar card	
4	Certificate of class VIII pass (Minimum) or Higher classes (Educational Qualification Proof)	
5	Copy of Caste certificate (If any)	

Date:.....

Signature of the Applicant

Place:.....

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N.B-

- Only the Female resident of Khagrabari G.P can apply for the post of Helper at Khagrabari H.C Vidyapith Ashram Hostel.
- Minimum educational Qualification for the post of Helper is Class VII: Pass from any of the recognized School.
- Age should be between 21 years to 40 years as on 01.07.2025.
- The Upper age limit is relaxable by 5 years for candidates belonging to the SC & ST Community and by 3 years for OBC (Non- Creamy Layer) candidates of West Bengal.
- All attached documents(x-rox) should be self-attested.
- Applicant must bring all the original copies of Documents at the time of interview.
- Applications will be collected and submitted to the Khagrabari H.C Vidyapith only in the School Hours except Sunday & Holiday.
- No application forms will be received after 6th August, 2025; 3:00 PM.