

File No.JGM-46013(99)/4/2022-WCD AND SW SEC



Government of West Bengal
Office of the District Magistrate & Collector, Jhargram
District Child Protection Unit
Email:: dcpujhargram@gmail.com

Memo No: 101/DCPU/JGM

Date: 24/06/2022

Notification for Engagement of Support staff under the Juvenile Justice Board, Jhargram

(Notification vide memo No-596-SW/O/JJA-25/15, Dated 29/01/2019 of the Secretary, WCD & SW Department, Govt. of West Bengal & letter vide memo no.4526-WCD-17013/3/2020, Dated 10/12/2020 of the Joint Secretary, WCD & SW Department, Govt. of West Bengal)

In pursuance of Notification vide memo No. 596-SW/O/JJA-25/15, Dated 29/01/2019 of the Secretary, WCD & SW Department, Govt. of West Bengal & letter vide memo no.4526-WCD-17013/3/2020, Dated 10/12/2020 of the Joint Secretary, WCD & SW Department, Govt. of West Bengal applications are hereby invited from eligible candidates (Indian citizens only) to fill up different positions of support staff as noted below on purely temporary and contractual basis in the Juvenile Justice Board, Jhargram. The contract may be renewed on yearly basis on the basis of the requirement of contractual staff for the post and upon satisfactory performance by the incumbent.

Willing candidates are required to drop hard copies of application forms in the drop box kept at the District Child Protection Unit, Treasury Building (Ground Floor), Office of the District Magistrate, Jhargram from 27.06.2022 to 15.07.2022 on working days from 11 am to 4 pm. Applications may be sent by registered post also. But, such applications must also be received at the District Child Protection Unit, Office of the District Magistrate, Jhargram before 4 PM of 15/07/2022. **The last date for submission of the application is 15.07.2022 till 4 p.m.** Application received by hand or by registered post after the scheduled date and time will be liable to be rejected.

Prescribed application form in Annexure - A may be downloaded from the Jhargram District website <https://jhargram.gov.in>. Photocopy/typed/printed/scanned copy of the Application Form will also be entertained. But the application format should strictly be on the format advertised in the website <https://jhargram.gov.in>. Any application in different format shall be summarily rejected. **Application received through e-mail (if any) will not be accepted.**

Details of vacancy, eligibility and other criteria are mentioned below. **Engagement is purely on Contractual basis.**

Details of vacancy

SI. No	Name/Designation of the Post	No. of vacant post	Salary/Remuneration	Category
1.	Lower Division Clerk (to act as Bench Clerk)	1(One)	Rs.13,500/- Per Month	Unreserved
2.	Lower Division Clerk	1(One)	Rs.13,500/-Per Month	Unreserved
3.	Counsellor	1(One)	Rs.13,500/- Per Month	Unreserved
4.	Group "D"	1(One)	Rs.12,000/- Per Month	Unreserved

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Eligibility Criteria				
Sl. No.	Post	Basic Qualification	Age as on 01.01.2022	Desirable Qualification
1.	Lower Division Clerk (to act as Bench Clerk)	Higher Secondary Pass	21-40 years	1. Computer Knowledge & Typing ability. 2. Reading, writing and speaking ability in Bengali, English and Hindi
2.	Lower Division Clerk	Madhyamik Pass	21-40 Years	1. Computer Knowledge & Typing ability. 2. Reading, writing and speaking ability in Bengali, English and Hindi
3.	Counsellor	Graduation in Psychology	21-40 Years	1. Reading, writing and speaking ability in Bengali, English and Hindi 2. Computer Knowledge & Typing ability.
4.	Group "D"	Class VIII Pass	21-40 Years	Reading, Writing and Speaking in Bengali and Hindi.

Mode of Selection

- The written examination will be of 80 (eighty) marks for LDC (to act as Bench Clerk), LDC and Counsellor.
- The computer test will be of 10 (ten) marks only for the candidates who succeeded in the written test for the post of LDC (to act as Bench Clerk), LDC and Counsellor.
- Candidates who succeeded in the computer test for the post of LDC (to act as Bench Clerk), LDC and Counsellor will in the ratio of 1:5 need to appear in Viva Voce Test carrying 10 (ten) marks.
- The syllabus for written test to be conducted for the post of LDC (to act as Bench Clerk), LDC- cum - Typist, Counsellor are as follows:
 - Lower Division Clerk (to act as Bench Clerk):** General Knowledge and Current affairs, Arithmetic, English, Bengali.
 - Lower Division Clerk:** General Knowledge and Current affairs, Arithmetic, English, Bengali.
 - Counsellor:** General Knowledge and Current affairs, Arithmetic, English, Bengali, Psychology.
- A walk in interview will be held for the post of Group D at a time fixed by the Selection Committee.
- Name of the candidates eligible for appearing in the Written Examination and date, time and venue of the written examination will be announced in the district website <https://jhargram.gov.in> and will be mentioned on the Admit card which will be sent to the mail address provided by the candidate in the application form from the email ID dcpujhargram@gmail.com and also can be downloaded from the district website <https://jhargram.gov.in>. Candidate, unable to download admit cards issued to him, should

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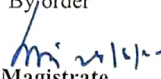
contact at the DCPU section at the Office of the District Magistrate, Jhargram before the examination for having their admit cards.

7. No separate admit card will be issued for Computer test and Viva Voce. List of candidates eligible for computer test and Viva Voce and date, time and venue for the said will be announced in the district website as mentioned above.
8. The final merit list / Panel will be prepared on the basis of aggregate of marks obtained in Written Examination, Computer test and Viva Voce and will be valid for two (2) years from the date of approval of the merit list by the DCPU.
9. No TA/DA will be provided for appearing at the Written Examination, Computer Examination as well as Viva Voce Test.

General Guidelines

1. Along with Application the candidates are required to submit self attested photocopy of Birth certificate/ Madhyamik admit card, Mark sheet of all Academic Qualifications, Certificate of Higher Education (if any), Computer Education and Experience, Voter card/ Aadhar Card and 2 recent colour passport size photographs (1 to be self attested and pasted on the application form). The candidate is advised to write his/her name with father's/ guardian's name at the back of the additional photograph.
2. The application is to be filled up in BLOCK/CAPITAL LETTERS.
3. Envelope containing application should be super scribed by the name of the post applied for at the top i.e. **Application for the post of** "JJB-Support Staff".
4. Defective/ incomplete applications and applications without full signature/photo will be summarily rejected.
5. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement , his/her Candidate shall be summarily rejected.
6. Only shortlisted candidates will be asked to produce all relevant original certificates along with the attested photo copies for verification at the time of viva voce, failing which their candidature shall be rejected without any further communication.
7. Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlist for his/her application through persons, officials of Government, or agencies will disqualify him/her will be disregarded and will render the candidates ineligible.

Note: (if any change takes place in the eligibility criteria, syllabus for examination, date of examination ,vacancy position, other issues directly related with this notification will be brought to the notice of candidate through the district website <https://jhargram.gov.in> or in manners decided by the District Level Selection Committee).

By order

District Magistrate
Jhargram

Memo No: 101/1(19) / DCPU/JGM

Date: 24/06/2022

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Copy forwarded for information and publication on Notice Board to the:-

- 1) The Principal Secretary to the Govt. of West Bengal, Department of Women & Child Development & Social Welfare, Bikash Bhavan, 10th Floor, Salt Lake, Kolkata — 700091. Copy of this notification may kindly be published in the Departmental website, if deemed fit.
- 2) The Additional District Magistrate (LR.), Jhargram.
- 3) The Additional District Magistrate (ZP.), Jhargram.
- 4) The Additional District Magistrate (Gen.), Jhargram.
- 5) The Additional District Magistrate (Dev.), Jhargram.
- 6) The Regional Manager, WBTDCC, Jhargram.
- 7) The Sub-Divisional Officer, Jhargram Sadar.
- 8) The O/C Social Welfare, Jhargram.
- 9-16) The Block Development Officer (all Blocks), Jhargram for display in notice board.
- 17) The DIO (NIC), Jhargram with a request to publish the notification in the official website.
- 18) The District Social Welfare Officer, Jhargram.
- 19) The DICO Jhargram is requested for publishing in 02 daily local newspapers.


District Magistrate
Jhargram