



Government of West Bengal  
Office of the District Magistrate & Collector, Hooghly  
P.O & P.S - Chinsurah, Dist. - Hooghly, PIN - 712101  
(Social Welfare Section)  
(Email ID - hooghlysw@gmail.com Ph. No. : 033 -2681 - 2613)

Memo No 974/SW-Hug

Dated: 14/09/2020

### Recruitment Notice

Applications are invited from physically fit and mentally alert eligible persons for engagement to following posts as given in the table below on purely contractual basis in Juvenile Justice Board, Hooghly with office at 7, Rajmohan Road, Uttarpara, Hooghly on the basis of the notification no. 596-SW/O/JJA-25/15, dt: 29/01/2019 issued by Department of Women and Child Development & Social Welfare.

Sl. no.	Name of the post	No. of vacancies	Age (in years) as on 01.01.2020	Salary / Remuneration	Qualification
01.	Bench clerk	01	Between 21 to 40	Rs.14,700/- pm	Higher Secondary or equivalent passed
02.	Lower Division Clerk cum Typist	01	Between 21 to 40	Rs.11,880/- pm	Madhyamik or equivalent passed
03.	Orderlies	01	Between 21 to 40	Rs.7000/- pm	Class VIII passed
04.	Night Guard (Reserved for male candidate only)	01	Between 21 to 40	Rs.7000/- pm	Class VIII passed

#### **GENERAL GUIDELINE**

- For the post of no. 01 and 02 online applications will be received through District Website ([www.hooghly.gov.in](http://www.hooghly.gov.in)) from 21/09/2020 to 01/10/2020 and admit card of the eligible candidates for the written examination may be downloaded from district website mentoed above. Date of downloading the admit cards for **eligible candidates shall be intimate later.**
- For the post no. 03 and 04, application from attached with this notice, duly filled in along with self-attested photo copies of age proof , educational certificate, experience certificate, caste certificate, recent clear passport size photographs (2 copies) shall be submitted in sealed envelope super scribing - "Application for the post of **Orderly / Night - Guard**" by post to **District Social Welfare Officer, Social Welfare Section, Old Collectorate Building, Office of the District Magistrate, Hooghly, 712101**
- Closing date for submission of application is 01/10/2020 up to 5.30 pm
- No application will be received after 5.30 pm of the last date i.e. 01/10/2020
- If it is found during verification of testimonial at any stage that the candidate has acquired qualification as sated above at any date after the date of publication of this advertisement, his / her candidature will be summarily rejected.

- A written test of 80 marks will be held for the post of Bench Clerk and LDC cum Typist. Candidates who succeeded in the written examination shall have to appear for a computer test of 10 marks and candidates succeeded in the computer test shall be called for viva – voce of 10 marks.
- The personality test will be held for the posts of Orderly and Night – Guard at the time fixed by the selection committee.
- Note: If any change takes place in the eligibility criteria vacancy position or any other issues directly related with this notification will be brought to the notice of candidates in a manner as decided by the Selection Committee. Decision of the Selection Committee is final in every respect regarding the recruitment.

*14/9/20*

Additional District Magistrate (Dev.),  
Hooghly

Memo no. *974/1(3)/SW-Hug*

Dated: *14/09/2020*

**Copy forwarded for information to :**

1. The Secretary to the Govt. of West Bengal, WCD & SW Department, Bikash Bhawan, 10<sup>th</sup> Floor, Salt Lake City, Kolkata – 91.
2. The Joint Secretary, WCD & SW Department, Bikash Bhawan, , Salt Lake City, Kolkata – 91
3. The Principal Magistrate, JJB, Hooghly

*14/9/20*

Additional District Magistrate (Dev.),  
Hooghly

Memo no. *974/1(3)/(24)/SH-Hug*

Dated: *14/09/2020*

**Copy forwarded for information and with request to publish in the office Notice Board to :-**

- 1-4) The Sub Divisional Officer, Arambag/Serampore/Chandannagar/Sadar, Hooghly
- 5) The District Informatics Officer, NIC, Hooghly with a request to publish in District Website  
i.e. [www.hooghly.gov.in](http://www.hooghly.gov.in)
- 6) The Nazareth Deputy Collector, Hooghly
- 7-24) The Block Development Officer, (All)

*14/9/20*

Additional District Magistrate (Dev.),  
Hooghly

**Application for the posts of bench Clerk, LDC cum Typist, Orderly & Night – Guard on contractual basis in  
Juvenile Justice Board , 7 , Rajamohon Road , Uttarpara , Hooghly**

**To,  
The District Magistrate  
Hooghly**

Affix self-attested  
recent passport  
size color  
photograph

**Name of the post applied for.....**

1. Name of the Applicant (in Block Letter): .....  
[Note: Name as recorded in the Matriculation/Secondary Certificate]
2. Father's/Husband's Name: .....
3. Sex : .....
4. Date of Birth (dd/mm/yy): .....  
[date of birth as accorded in the birth certificate issued by competent authority / Mahdyamik / Secondary Examination/ School Leaving Certificate]
5. Age : ..... (Age as on date of advertisement)
6. Contact no. (Mandatory) \_\_\_\_\_, e-Mail ID : \_\_\_\_\_
7. Permanent Address: Village / Street : \_\_\_\_\_ P.O : \_\_\_\_\_  
Block/Municipality \_\_\_\_\_ P.S \_\_\_\_\_  
District \_\_\_\_\_ PIN Code \_\_\_\_\_  
State \_\_\_\_\_
8. Present address : Village / Street : \_\_\_\_\_ P.O : \_\_\_\_\_  
Block/Municipality \_\_\_\_\_ P.S \_\_\_\_\_  
District \_\_\_\_\_ PIN Code \_\_\_\_\_  
State \_\_\_\_\_
09. Educational Qualification: **(Mention from Matriculation & Upwards and attach self-attested copy)**

Sl. No.	Examination Passed	Board/ University/	Year of Passing	Total Marks	Marks Obtained (Keep blank if marks not available in grade card)	% of Marks

(Attach photocopies of Result Sheet)

10. Details of post qualification experiences (Attach self-attested copy of experience certificate)

Sl. No.	Name of the organization	Govt. / Private / NGOs	Period		Total experience
			From (Date)	To (Date)	

(Attach photocopies of Result Sheet)

Declaration: I do hereby declare that (a) All statements made by me in the application are true, complete and correct to the best of my knowledge and belief. I also understand that in case any of my statement is found false or incorrect during any stage it shall disqualify me for the post applied for and / or I shall be liable for any other action that may be taken under the existing rule.

Yours faithfully,

Date:  
Place:

\_\_\_\_\_  
Signature of the Candidate in full