

Government of West Bengal
Office of the District Magistrate, North 24 Parganas
District Social Welfare Section, Barasat
Email-dswo.social.northparganas20@gmail.com, Ph No- 033-25846278

Memo No: 261/SW(DW)

Date: 28/4/2020

NOTICE

In pursuance of Memo No. 596-SW/O/JJA-25/15 dated 29.01.2019 of the Department of Women and Child Development and Social Welfare, Government of West Bengal, **Online Applications** in prescribed format are invited from eligible candidates for engagement in two different category of posts on temporary and contractual basis in Juvenile Justice Board, North 24 Parganas. Willing candidates have to apply online in the web site www.north24pargans.gov.in before the closing date, i.e., 06.04.2020. The relevant particulars like name of the post, essential and preferred qualification, age limit, gender, monthly remunerations and vacancy position are stated in the following table.

A. REQUIREMENT

Sl No.	Name of Post	No. of posts	Category	Educational Qualification	Age (in years)	Remuneration	Other Preferred Qualification / Experience
1.	Bench Clerk	1	UR	Higher Secondary	21 – 40	Rs. 14,770/- pm	Basic Knowledge in Computer
2.	Lower Division Clerk	1	UR	Madhyamik	21 – 40	Rs. 11,880/- pm	Basic Knowledge in Computer

Age for all category of above posts will be calculated as on 01.01.2020.

B. PROCEDURE OF APPLICATION: Application must be submitted through online only.

1: Online Registration & Submission of Application

- All applicants must register himself or herself in the website www.north24pargans.gov.in (Recruitment-Apply online) to apply for the posts.
- While filling up online application the applicant will have to upload his/her colour passport size photograph (30 KB-50 KB) and self full signature (10 KB-20KB).
- Scanned copies of the following documents need to be uploaded along with the application :-
a. Age Proof Certificate, b. Educational Qualification Certificate & c. Residential Certificate
- After successful registration an acknowledgement slip mentioning name, registration no. and post applied for will be generated.
- Candidates have to keep this acknowledgement slip for future reference.
- Date of commencement of submission of online application: 20.03.2020
- Closing date for submission of online application : 06.04.2020

2: Generation of Admit Card

- Applicants will get their Admit Card from the web site www.north24pargans.gov.in by entering their registration no. & date of birth in the prescribed place. The date of generation of Admit Card will be informed later on.
- Candidates will have to take a print out of this Admit Card.
- Candidates should not sign in advance in the lower portion of the Admit Card, this has to be done at the time of Written Examination before the Invigilator only.

C. INSTRUCTION

- A candidate must go through the instruction thoroughly and carefully before and at the time of submitting online application. Any omission/wrong information in this regard will not be considered in future and will lead to rejection of the application or candidature at any stage of the process without further intimation. The condition prescribed cannot be relaxed.

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2. Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of the application.
3. In any stage, if any statements made in the application be subsequently found to be false, his/her candidature will be cancelled, even if appointed to the posts on the results of this examination. His/her service will be terminated and legal action as per law will be initiated. Willful suppression of any material fact will also be similarly dealt with.
4. Application not duly filled in or found incomplete or defective in any respect will be rejected.
5. Submission for more than one application is strictly prohibited. The candidature of the candidate, who submits more than one application for a single post for admission to the examination, will be cancelled even if he/she is eligible for the same.
6. Age as recorded only in the Madhyamik Parikhsa or equivalent examination will be accepted.
7. The District Level Selection Committee, North 24 Parganas may require such further proof or particulars from the candidates as it may consider necessary and may cause enquires about their character and other particulars regarding their suitability and eligibility at any stage.
8. Original certificates and self attested photocopies of certificates relating to identity, residence, age, qualifications and experience will have to be submitted when the District Level Selection Committee will ask for those documents afterwards. If any candidate fails to furnish any certificate or other relevant document of information relating to his/her candidature within the specified time, his/her candidature for appointment may be passed over without further reference to him/her.
9. A candidate should note that his/her admission for appearing at the Examination will be deemed provisional subject to determination of his/her eligibility in all respects. If at any stage even after issue of the letter of appointment, a candidate is found ineligible for admission to this examination, his/her candidature will be cancelled without further reference to him/her.

D. DETAILS OF EXAMINATION

Sl No	Name of the Post	Sanctioned Post	Written Marks	Computer Test	Viva Voce	Total Marks	Syllabus & distribution of marks in Written Exam
1.	Bench Clerk	1	80	10	10	100	MCQ – Bengali, English, Arithmetic and General Knowledge & Current Affairs, Child Development and Social Welfare.
2.	Lower Division Clerk	1	80	10	10	100	

There will be different sets of question papers for different categories of posts considering Essential Qualification for each category.

The date, time and venue of the written Examination will be mentioned in the Admit Card which will be available online. The Computer test and Viva Voce of the selected candidates will be held on the basis of marks obtained in Written Examination. The list of successful candidates of written examination, who will be selected for Computer test (where applicable) and Viva Voce will be

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notified in the above mentioned Web site. No separate Admit Card or communication in any other mode shall be given to the successful candidates of written Examination for Computer Test (where applicable) and Viva Voce.

The final merit list will be prepared on the basis of marks obtained in Written Examination, Computer test (where Applicable) and Viva Voce and will be valid for two years from the date of approval of the merit list.

E. SPECIAL INSTRUCTION FOR WRITTEN EXAMINATION:

1. The candidate must abide by the instructions as may be given by the Supervisions / Invigilators at the Examination Hall. If the candidate fails to do so or indulge in disorderly or improperly conduct he / she will render himself / herself liable to expulsion from Examination Hall and / or such other punishment as the District Level Selection Committee may deem fit to impose.
2. A candidate who has been reported against by the Supervisor of the Examination Center for violation of any of the instructions and necessary action will be taken as may be decided by the District Level Selection Committee according to the circumstances of the case.
3. No candidate shall be allowed to enter the examination hall unless he / she holds the Admit Card for the examination.
4. Candidates shall have to bring one Photo Identity Card, such as EPIC / Aadhaar and Madhyamik Admit Card / Driving License / Passport etc. along with the admit card. Candidates, who do not follow the above instruction, will not be permitted to appear in the written examination.
5. Any attempt on the part of candidate to enlist support for his/ her application through persons, officials of Government or agencies will disqualify him/her for appointment. Specific recommendation from person interested in the candidates will be treated as ineligibility of the candidate.
6. No candidate shall be allowed to enter the examination Hall with mobile and / or any other electronic gadgets, bag, water bottle etc. If anybody still brings the same, then the arrangement of keeping of those items outside the examination hall to be made by themselves.
7. No TA/DA will be applicable for the candidate who will appear in the written test.

F. SCHEDULE OF EXAMINATION:

1. Date of commencement of submission online application : **20.03.2020**
2. Closing date for submission of online application : **06.04.2020**
3. Generation of online Admit Card : **will be informed later on in the above mentioned website.**
4. Date and Details of written examination, such as venue, time will be mentioned in the admit card. The date, venue and time for written examination may change afterwards due to administrative reasons and if so happens, will be notified duly and final date, time and venue will be printed on the admit card.
5. Any subsequent changes in the above mentioned schedule shall be notified to candidates through web site only, hence, candidates are advised to check the web site for any updates regularly. District Level Selection Committee shall not take any responsibility for sending these communications in hard copy/letters and will not be held liable if candidates fail to get information on time due to their fault.


Additional District Magistrate (T)
North 24 Parganas, Barasat
&
Chairperson
District Level Selection Committee
North 24 Parganas, Barasat


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Memo No: 26A/8/SW(DN)

Date: 28/2/2020

Copy forwarded for information and wide publicity to:-

1. The Director, CRT, Saishali Building, Salt Lake, Kolkata-700064.
2. Secretary DLSA, North 24 Parganas
3. Principal Magistrate, JJB North 24 Parganas
4. The Sub Divisional Officers (All), North 24 Parganas.
5. The Block Development Officer (All), North 24 Parganas.
6. The DIO, NIC, North 24 Parganas, with a request to publish the Notice in District Web Site.
7. The DICO, North 24 Parganas for wide publication.
8. CA to the District Magistrate, North 24 Parganas.


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