



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, BANKURA
DISTRICT CHILD PROTECTION UNIT
BANKURA – 722101

e-mail: dcpsbankura2020@gmail.com

Memo No. 538 /DCPS/BNK

Date: 20/09/2022

NOTIFICATION

Online applications in prescribed format are invited from eligible Candidates only for engagement to the posts of **Bench Clerk, LDC-cum-Typist and Counsellor** on temporary and contractual basis in Juvenile Justice Board, Bankura, as per Notification No. 3856-SW/WCD-17013/3/2019 dated: 28/07/2022 of the Deptt. of Women & Child Development and Social Welfare, Govt. of West Bengal. Initial contractual period is one (1) year which may subsequently be renewed on a yearly basis by the Deptt. of WCD&SW, Govt. of W.B. as per requirement and satisfactory performance of the staff. Willing candidates have to apply online only in the Website : <https://bankura.gov.in> before the closing date i.e. 21/10/2022 upto 05.30 p.m.

A. Eligibility Criteria for the Contractual Post and other terms and conditions along with procedure of application and process for selection are given below:-

Sl. No.	Name of the Post	No. of Vacancies with Category	Age as on 01.01.2022	Educational Qualification	Preferred Qualification	Consolidated pay per month
1.	JJB, Bench Clerk	Total = 1 (UR)	21 -40 Yrs	H.S. Passed or equivalent	Knowledge in Computer Operation	Rs. 13,500/-
2.	JJB, LDC-cum-Typist	Total = 1 (UR)	21 -40 Yrs	Madhyamik Passed or equivalent	Knowledge in Computer Operation	Rs. 13,500/-
3.	JJB, Counsellor	Total = 1 (UR)	21 -40 Yrs	Graduation in Psychology	Knowledge in Computer Operation and 02 years' experience in relevant field.	Rs. 13,500/-

B. Residential Criteria of the candidates for all contractual post:-

They must be citizen of India.

C. Procedure of selection for engagement:

Sl. No.	Name of the Contractual Post	Marks allotted for				Syllabus of Written Examination (MCQ type with negative marking)
		Written Examination	Computer Test	Viva-Voce	Total Marks	
1	JJB, Bench Clerk	80	10	10	100	English - 20, GK & Current Affairs - 30, Math & Reasoning - 30
2	JJB, LDC-cum-Typist	80	10	10	100	English - 20, GK & Current Affairs - 30, Math & Reasoning - 30
3	JJB, Counsellor	80	10	10	100	English - 20, GK & Current Affairs - 20, Math & Reasoning - 20, Psychology - 20

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Viva Voce of the Selected Candidates will be held on the basis of marks obtained in Written Examination and Computer Test. The list of successful candidates for Viva Voce will be notified in the above mentioned Website (<https://bankura.gov.in>) in due course.

D. Important Dates

Sl. No.	Event	Date
1	Period of online submission of Application	From : 28/09/2022 to 21/10/2022 upto 05.30 p.m. in the Website : https://bankura.gov.in
2	Notice for generation of Admit Card	Follow our Website:- https://bankura.gov.in

A. General terms and conditions :

1. All Applicants shall apply on fulfilling the required criteria by submitting their applications in the Website: <https://bankura.gov.in> through ONLINE submission. There shall be no provision of receiving hard copy of application form.
2. **A candidate can submit one application only under any one category of the post. Submission of multiple applications for the same category of post will lead to rejection of all applications submitted by the candidate.**
3. A unique registration number will be generated on successful submission of application form after filling-up of relevant columns. This registration number shall be preserved for any future reference and generation of Online Admit Card.
4. While filling-up the Application Form, candidates are required to upload scanned copy of their recent passport size colour photograph in **jpg format** of size not exceeding 30 KB and scanned copy of their full signature in **jpg format** of size not exceeding 10 KB.
5. An Application Form uploaded without the signature and photograph of the candidate shall be rejected.
6. An application form which is incomplete in nature shall be rejected.
7. Age as recorded only in the Madhyamik or equivalent examination/ School Certificate (for VIII pass) will be accepted.
8. Application once submitted shall be treated as final. No request for change in application form will be entertained after submission of the application.
9. The date, time and venue of the written examination and Viva Voce will be informed in the Admit Card which will be available Online (Auto-generated) in the website: <https://bankura.gov.in>.
10. Two (2) copies of identical recent colour passport size photograph duly self-attested are to be affixed on the Admit Card in the place earmarked for the purpose in the examination hall.
11. The lower part of the Admit Card is to be signed by the applicant in presence of the invigilator on the day of examination and to be handed over to the invigilator.
12. The candidate shall have to bring with him any photo identity document viz. EPIC, PAN Card, Passport, Admit Card / Certificate of Madhyamik or equivalent with photograph / Driving License/ Bank Pass Book containing Photograph of the candidate / any other photo identity card issued by the competent Authority along with the Admit Card of the written Examination in the Examination Hall.
Candidate **without Admit Card of Examination and any photo identity document** as mentioned above **shall not be allowed to enter the examination hall / interview.**
13. Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall is STRICTLY PROHIBITED. Use of the same will lead to cancellation of candidature.
14. Admittance to the examination will be purely provisional, subject to verification of eligibility at later stage. Therefore, candidature of any candidate shall be rejected straight way if found not eligible at any stage after appearance in the examination.
15. 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 Viva Voce will be notified in the above-mentioned website. No Communication in any other mode shall be given to the successful candidates of Written Examination for Viva Voce.

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The final merit list will be prepared on the basis of total marks obtained in the written examination and Viva-Voce.

16. Only short-listed candidates for Viva-Voce / Interview will be asked to produce all relevant original Certificates relating to Identity, Residence, Age, Educational Qualification and Experience in consonance with the required eligibility criteria along with the self-attested Photo copies for verification, failing which their candidature shall summarily be rejected.
17. If any person has been terminated at any time from Govt. Service (Permanent/ Contractual/ Part-time) due to dissatisfactory performance or otherwise, he/ she will be ineligible for this post and his/ her application will summarily be rejected.
18. At any stage, if any statement made in the application be subsequently found to be false, his candidature will liable to be cancelled, even if appointed to the post on the basis of result of this examination; his 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.
19. Candidate must abide by the lawful instructions as may be given by the supervisor / invigilator at the examination Centre. If the candidate fails to do so or engages in disorderly or improper conduct, he will render himself liable for expulsion from the examination hall and/ or debarment from appearing at further examinations /selections or such other punishment as the District Level Selection Committee may deem fit to impose.
20. Canvassing in any form will disqualify the candidate.
21. The District Selection Committee reserves the right to suspend / postpone any engagement to any aforesaid post at any point of time.
22. If any change takes place in the date and time of examination or any other issues directly related with this Notification, it will be brought to the Notice of the candidates through Website (<https://bankura.gov.in>) only.

Abhinav
Vice-Chairperson
DCPU, Bankura
&
Additional District Magistrate (Dev.),
Bankura

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Copy forwarded for their information with request to display the matter in their office Notice Board to:

- 1) The Ld. Principal Magistrate, JJB, Bankura
- 2-4) The Sub-Divisional Officer, Bankura/ Bishnupur/ Khatra Sub Division, Bankura.
- 5-26) The Block Development Officer (All), Bankura
- 27) The District Information Officer, NIC, Bankura.

She is requested to publish this notification in the District Website of Bankura (<https://bankura.gov.in>) and also provide necessary support to DCPU, Bankura in connection with design of Online Application Forms, Online generation of Admit Card and all other Online and software related issues for Online Applications of recruitment to the posts of Bench Clerk, LDC-cum-Typist and Counsellor in Juvenile Justice Board, Bankura.

- 28) The District Information & Cultural Officer, Bankura.

Abhinav
Vice-Chairperson
DCPU, Bankura
&
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