

Advertisement No.: DM/Estb./01 of 2018, Dated: 02/02/2018

**JOB OPPORTUNITIES FOR DIFFERENT POSTS
UNDER ZILLA SAINIK BOARD, COOCH BEHAR**

Post & Vacancy details :

Sl. No.	Name of the Post	No. of Vacancy
1.	Welfare Organizer (Group – C)	01 (One)
2.	Lower Division Clerk (Group – C)	01 (One)

Criteria	: The candidate must be (a) A citizen of India (either natural or by registration), and (b) Ex-Serviceman
Age	: Not less than 18 years and not more than 40 years as on 01.01.2018. [Age relaxation for the Ex-Servicemen candidates will be as per rule communicated vide Finance Deptt.'s Notification No. 6249-F, dated 13.06.1982.
Qualification	: (i) Pass in Madhyamik Examination of the WBBSE or its equivalent. (ii) Acquisition of Computer Literacy with typing speed of at least 20 w.p.m. in English typing in computer, or, at least 10 w.p.m. in Bengali typing in computer. (iii) Candidate must produce a certificate of good moral character from Gazetted Officer/ Respectable person.
Pay	: (PB–2) Rs.5400/- – 25200/- with Grade Pay Rs.2600/- with other allowances as applicable.
Period of Probation	: 02 (Two) years from the date of joining. Further, the service is likely to be confirmed after completion 03 (three) years satisfactory performance and departmental examination (Computer type test), if applicable.
Transfer	: Liable to be transferred from one Zilla Sainik Board to another in the interest of public service.
Mode of selection	: Written examination followed by Computer Test and Interview. Selected candidates will be appointed in the aforesaid post(s) subject to satisfactory police verification and medical examination reports.
Submission of Application	: Application in prescribed format along with recent Passport-size colour photograph, self-attested copy of proof of age, educational qualification, computer literacy with typing speed, pension papers along with duration of previous service & rank at the time of retirement, Identity Card & Discharge Certificate, Caste/Category (SC/ST/OBC/PwD/ Ex. Serviceman etc.), Character Certificate & Experience should be submitted to the office of the District Magistrate, Cooch Behar (Establishment Section), P.O. & Dist. Cooch Behar, PIN-736101 by hand or, by post in sealed envelope mentioning “Application for the post of WO/LDC under Zilla Sainik Board, Cooch Behar” on the top left corner of the envelope. <u>Application must reach the concerned office by 5.30 P.M. of 20.02.2018.</u>

Note:

- A candidate should note that his/her admission to the examination will be deemed provisional subject to determination of his/her eligibility in all respects. If at any stage after issue of the admit card a candidate is found ineligible for admission for this examination, his/her candidature will be cancelled without further reference to him/her. No candidate shall be allowed to take the examination unless he/she holds an admit card, identity proof etc. as prescribed by the authority.
- If at any stage even after issue of the letter of appointment, a candidate is found ineligible in terms of government rule/advertisement, his / her candidature will be cancelled without further reference to him/her.

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**JOB OPPORTUNITIES FOR DIFFERENT POSTS
UNDER ZILLA SAINIK BOARD, COOCH BEHAR**

Post & Vacancy details :

Sl. No.	Name of the Post	No. of Vacancy
1.	Group – D	01 (One)

Criteria	:	The candidate must be (a) A citizen of India (either natural or by registration), and (b) Ex-Serviceman
Age	:	Not less than 18 years and not more than 40 years as on 01.01.2018. [Age relaxation for the Ex-Servicemen candidates will be as per rule communicated vide Finance Deptt.'s Notification No. 6249-F, dated 13.06.1982.
Qualification	:	(i) Class-VIII passed from any recognized school or, any recognized madrasah or, any other recognized equivalent institution. (ii) Candidate must produce a certificate of good moral character from Gazetted Officer/ Respectable person
Pay	:	(PB-1) Rs.4900/- – 16200/- with Grade Pay Rs.1700/- with other allowances as applicable.
Confirmation	:	The service is likely to be confirmed after completion 03 (three) years satisfactory performance.
Transfer	:	Liable to be transferred from one Zilla Sainik Board to another in the interest of public service.
Mode of selection	:	Written examination followed by Interview. Selected candidate will be appointed in the aforesaid post subject to satisfactory police verification and medical examination reports.
Submission of Application	:	Application in prescribed format along with recent Passport-size colour photograph, self-attested copy of proof of age, educational qualification, pension papers along with duration of previous service & rank at the time of retirement, Identity Card & Discharge Certificate, Caste/Category (SC/ST/OBC/PwD/ Ex. Serviceman etc.), Character Certificate & Experience should be submitted to the office of the District Magistrate, Cooch Behar (Establishment Section), P.O. & Dist. Cooch Behar, PIN-736101 by hand or, by post in sealed envelope mentioning "Application for the post of Group-D under Zilla Sainik Board, Cooch Behar" on the top left corner of the envelope. <u>Application must reach the concerned office by 5.30 P.M. of 20.02.2018.</u>

Note:

- A candidate should note that his/her admission to the examination will be deemed provisional subject to determination of his/her eligibility in all respects. If at any stage after issue of the admit card a candidate is found ineligible for admission for this examination, his/her candidature will be cancelled without further reference to him/her. No candidate shall be allowed to take the examination unless he/she holds an admit card, identity proof etc. as prescribed by the authority.
- If at any stage even after issue of the letter of appointment, a candidate is found ineligible in terms of government rule/advertisement, his / her candidature will be cancelled without further reference to him/her.

APPLICATION FORMAT

***Application for the post of 'Welfare Organizer' / 'Lower Division Clerk' / 'Group-D'
under Zilla Sainik Board, Cooch Behar [Advt. No. DM/Estb./01 to 2018]***

Paste Recent
Passport size
coloured
photograph and
sign across

Name of the Post applied for :

1. Name (in capital letters)	
2. Father's Name / Husband's Name	
3. Communication address with PIN	
4. Permanent address with PIN	
5. Contact No.	
6. Sex [Male/Female]	
7. Date of Birth	
8. Age as on 01.01.2018 Years Months Days
9. Caste / Category [SC/ST/OBC/PwD/Ex. Serviceman etc.]	
10. Educational Qualification	
11. Extent of Computer Knowledge with Typing Speed [Applicable for the post of Welfare Organizer & Lower Division Clerk only]	
12. Duration of previous service & Rank at the time of retirement	
13. Working Experience	

Declaration : I do hereby declare that the above statements are true and correct to the best of my knowledge and in the event of the information provided by me, being found false, my candidature is liable to be cancelled.

Date:

Signature of the Candidate in full

NOTE :

1. Self attested copies of proof of Age, Educational Qualification, Computer Literacy with Typing speed [For the post of WO/LDC posts only], pension papers along with duration of previous service & rank at the time of retirement, Caste/category, Character Certificate from the competent authority and Experience should be enclosed.
2. The application should be submitted to the Establishment Section, Office of the District Magistrate, Cooch Behar by hand or, by post by 20.02.2018 [upto 5.30 P.M.]