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**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 - 2651)

No. 2090/SW-Hug

Dated: 30/11/2018

**Recruitment Notice**

Applications are invited from physically fit and mentally alert eligible retired Govt. employees for engagement of following posts as given in the table, purely on contractual basis in Juvenile Justice Board, 7 Rajmohan Road, Uttarpara, Hooghly

Sl. No.	Name of the post	Age as on 30/11/2018	Residential status	Essential qualification	Salary	Tenure of service
1	2	3	4	5	6	7
01.	Bench clerk	60+ years to 64 years	Candidate must be resident of Hooghly	Graduate in any discipline and knowledge in computer application	Rs.14,770/- p.m (Consolidated)	1 year, renewable as required
02.	LDC			Madhyamik or equivalent and knowledge in computer	Rs.11,880/- p.m. (Consolidated)	

Interested candidates are requested to apply in prescribed application form along with relevant documents and send to Office of the District Magistrate, Hooghly (Social Welfare Section) by hand or by post within 5 p.m. of 14/12/2018.

Application through e-Mail may also be mailed in [hooghlysw@gmail.com](mailto:hooghlysw@gmail.com), in which filled up and signed Application Form along with supporting documents are to be scanned and send in .pdf format.

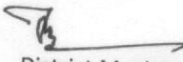
  
 District Magistrate,  
 Hooghly

Memo No. 2090/1(29) /SW-Hug

Dated: 30/11/2018

Copy forwarded for information and taking necessary action to :

- 1) The Director, Child Rights & Trafficking, "SAISHALI" Complex, Salt Lake City, Kolkata - 64
- 2) The Deputy Secretary, WCD & SW Department, Bikash Bhawan, Salt Lake City, Kolkata - 91
- 3-6) The Sub - Divisional Officer, Sadar /Chandernagore /Serampore / Arambagh with the request to display the recruitment notice in his / her office notice board.
- 7) The District Informatics Officer (NIC), Hooghly with the request to upload the notice in District Portal i.e. [www.hooghly.gov.in](http://www.hooghly.gov.in)
- 8-25) The Block Development Officer (All) with the request to display the recruitment notice in his / her office notice board.
- 26) The Principal Magistrate, J. J. Board, Hooghly with the request to display the recruitment notice in the notice board.
- 27) The Superintendent, Children Home for Girls, Uttarpara, Hooghly with the request to display the recruitment notice in the notice board
- 28) The Nazareth Deputy Collector, Hooghly with the request to display the recruitment notice in the Office Notice Board of the Office of the District Magistrate, Hooghly
- 29) P.A to Additional District Magistrate (Dev.), Hooghly

  
 District Magistrate,  
 Hooghly

**Application Form**

To  
The District Magistrate, Hooghly  
(Old Collectorate Building),  
Chinsurah, Hooghly

Sir,

With reference to the recruitment notice no. .... dated: ..... I would like to apply for the post of Bench Clerk / Lower Division Clerk. The particulars are given below

01	Name : (In block letter)	
02.	Address a) (Present address)	<b>** Attach supporting documents</b>
	b) (Permanent address)	
03.	Date of Birth (Attach supporting documents) (**)	
04.	Educational qualification (Attach supporting documents) (***)	
05.	Name & Address of previous employer	
06.	Post held at the time of super annuation	
07.	Whether disciplinary proceedings during services period	
08.	If yes, enclose the final order	
09.	Experience of work in the post applied for (If any)	
10.	Date of retirement	
11.	Last pay certificate to be attached	

Paste recent photo duly attested by the candidate

Dated:

Place :

Yours faithfully,

\_\_\_\_\_  
(Signature of the candidate)

- Self-attested photocopies of all supporting documents.

(\* Photocopy of AADHAR Card/ Epic card/ Driving license / PAN or any address proof issued by the local Administrative Authority.)

(\*\* Photocopy of certificate / Admit card of Madhyamik or equivalent examination)

(\*\*\* Photocopy of mark sheet)

*(I do hereby declare that information provided by me are correct to the best of my knowledge's and belief)*

\_\_\_\_\_  
(Signature of the candidate)