



OFFICE OF THE  
**DISTRICT PRIMARY SCHOOL COUNCIL**  
ALIPURDUAR

ADDRESS: ALIPURDUAR COURT (BESIDE BAR ASSOCIATION, ALIPURDUAR), DIST: ALIPURDUAR,

☎ : 03564-251845

PIN: 736122

✉ : dpssc.alipurduar@gmail.com

Advertisement No.- 02/DPSC/APD

Dated: 23.09.2019

**Guide lines for recruitment to the post of Sub-Assistant Engineer, Lower Division Clerk and Night Guard Employees.**

Eligibility criteria and other details for recruitment to the post of One Sub-Assistant Engineer, Three Lower Division Clerk and One Night Guard staff for the office of the District Primary School Council, Alipurduar are given below. Interested and eligible candidates may apply offline in the prescribed format with complete Bio-Data along with all relevant documents duly self attested within **08.11.2019 (by 4:00 p.m.)**.

**A. Name of the post : Sub-Assistant Engineer**

1. Number Vacancy : 01 (Un reserved)

2. Eligibility Criteria :

i) The Candidate must be an Indian citizen.

ii) Age limit : Minimum 18 years and Maximum 40 years as on 01.09.2019.

iii) Educational Qualification : Madhyamik Passed or equivalent from any school under W.B.B.S.E or its equivalent Board recognized by the State Government and Central Government with Licentiate Civil Engineering from Government recognized institution.

iv) Desirable Qualification : The candidate should be well conversant in Bengali/English language.

v) Physical Fitness : The candidate must be physically fit and mentally alert to carry out official work.

vi) Litigation : The candidate must be free from any litigation or legal proceedings.

3. Pay Scale : PB-3, Rs.7100 - 37600/- Grade Pay -3900/- Plus other allowances as per Govt. norms.

4. Selection Process : Written Test (10 Marks) on GK & Math (Class X level), Practical (20 Marks), Interview (10 Marks) and Academic Mark.

**B. Name of the post : Lower Division Clerk**

1. Number Vacancy : 03 {1<sup>st</sup> post is reserved for SC candidates, 2<sup>nd</sup> post is Un reserved candidates and 3<sup>rd</sup> post is for Un reserved (E.C.) candidates}.

2. Eligibility Criteria :

i) The Candidate must be an Indian citizen.

ii) Age limit : Minimum 18 years and Maximum 40 years as on 01.09.2019, Upper age relaxation of 5 years is admissible for SC candidates for the 1<sup>st</sup> post.

iii) Educational Qualification : Madhyamik Passed or equivalent from any school under W.B.B.S.E or its equivalent board recognized by the State Government and Central Government.

iv) Desirable Qualification : The candidate should be well conversant in Bengali/English language.

v) Physical Fitness : The candidate must be physically fit and mentally alert to carry out official work.

vi) Litigation : The candidate must be free from any litigation or legal proceedings.

3. Pay Scale : PB-2 Rs. 5400/- - 25200/- Grade Pay - 2600/- Plus other allowances as per Govt. norms.

4. Selection Process : Written Test (30 Marks) on GK, English & Math (Class X level), Interview (10 Marks) and Academic Marks.

**C. Name of the post : Night Guard**

1. Number Vacancy : 01 (Un reserved)

2. Eligibility Criteria :

i) The Candidate must be an Indian citizen.

ii) Age limit : Minimum 18 years and Maximum 40 years as on 01.09.2019.

iii) Educational Qualification : Class VIII Passed or equivalent from any school under W.B.B.S.E or its equivalent board recognized by the State Government and Central Government.

iv) Desirable Qualification : The candidate should be well conversant in Bengali/English language.

v) Physical Fitness : The candidate must be physically fit and mentally alert to carry out official work.

vi) Litigation : The candidate must be free from any litigation or legal proceedings.

3. Pay Scale : PB-1 Rs. 4900/- - 16200/- Grade Pay – 1700/- Plus other allowances as per Govt. norms.

4. Selection Process : Reading & Writing Skill, Interview.

**Application fees :** 250/- for UR Candidates and 150/- for SC candidates. Fees can be paid through Bank Drafts in favour of **The Chairman, District Primary School Council, Alipurduar.**

**How to apply :** Eligible candidates are required to submit applications only in prescribed format along with two self-addressed envelopes and relevant testimonials duly self attested to **"The Chairman, District Primary School Council, Alipurduar, Court Complex, P.O.- Alipurduar Court, Dist.- Alipurduar"** either through ordinary post or to the receiving section of the office. Envelopes containing applications must be super scribed with **'Application for the post of 'SAE (UR) / LDC (UR/SC/UR-EC) / Night Guard (UR)' ['✓' (Tick) for appropriate post]**. Each application should contain the following documents.

a) Qualification Certificate.

b) Mark Sheet.

c) Age proof certificate.

d) Aadhaar Card / EPIC.

e) Original Bank Draft.

f) Caste Certificate.

g) Two Self addressed envelopes with Rs. 5/- postage stamp.

h) Two copies of recent passport size photos duly signed.

i) Physical fitness certificate from a registered medical practitioner.

**Period of submission of Application :** From 24<sup>th</sup> September, 2019 to 8<sup>th</sup> November, 2019 (by 4:00 p.m.)

Incomplete applications in any respect will summarily be rejected. If the information given in the Application Format or the documents attached with the applications are found to be false the candidature of the applicant will be cancelled without any intimation.

Chairman 28.09.19  
District Primary School Council  
Alipurduar.

To  
The Chairman,  
Alipurduar Primary School Council,  
Alipurduar.

Sub : Application for the post of .....

Ref : Your advertisement No. ....

Sir,

In response to your advertisement published in the newspaper dated ..... I beg to offer myself as a candidate for the post of 'SAE (UR), LDC (UR/SC/UR-EC) & Night Guard (UR)'. I submit herewith my bio-data for your kind perusal and taking necessary action. ['✓' (Tick) for appropriate post]

### Bio-Data

1. Name in the full (Capital letter) :
2. Father's Name :
3. Mother's Name :
4. Full Postal Address : a) Permanent :  
b) Present :
5. Nationality :
6. Religion :
7. Date of Birth :
8. Age as on 01.09.2019 :
9. Profession :
10. Educational Qualification :
11. Technical Qualification [only for SAE post] :
12. Caste :
13. Name of the post applied for : [SAE (UR), LDC (UR/SC/UR-EC) & Night Guard (UR)]  
['✓' (Tick) for appropriate post]
14. Mobile No. :
15. Email-Id :

**Declaration :** I do hereby declare that the above particulars of my Bio-Data are true and fair to the best of my knowledge and belief. If at any stage of the recruitment process any particular/information is found I shall be liable to be punished as per rules and I shall not claim my candidature for the examination.

Date:

Place:

\_\_\_\_\_  
Signature of the candidate