Memorandum

Memo No.: 1705/Edu

From: The Sub-Divisional Officer
Kandi, Murshidabad.

To: The District Informatics Officer, Murshidabad
Berhampore, Murshidabad

Sub: Publication of detailed advertisement in official District website
(www.murshidabad.gov.in) on 05-10-2020 at 10:00 A.M.

Ref: Memo No.225/02/RS/SSM/2020 dt. 25-09-2020 of ADM(Gem), Murshidabad.

Please find herewith a notice along with enclosures regarding application for
walk-in-interview (due to COVID 19 pandemic situation) for engagement of Guest Teachers,
Clerk and Group ‘D’ at 4 Govt. Model Schools under Kandi Sub-Division for wide publicity.

Date of publication: - 05-10-2020 at 10:00 A.M.

Please take necessary action in this regard.

Enclosures:
1) Notice bearing no.01/2020 dt.01-10-2020.
2) Reference memo nos.
3) Model Application Form.

Dated: 01-10-2020

Sub-Divisional Officer
Kandi, Murshidabad

Memo No.: 1705/1(8)/Edu

Copy forwarded to:

1. The Additional District Magistrate (Gen), Murshidabad for his perusal.
2-6. The Block Development Officer (all) in Kandi Sub-Division for information and wide
publication.
7. The Administrator, Kandi Municipality for information and wide publication.
8. Office copy to Guard file.

Dated: 01-10-2020

Sub-Divisional Officer
Kandi, Murshidabad
In reference to the Memo No.225/02/RS/SSM/2020 dt. 25-09-2020 of Additional District Magistrate (General), Murshidabad applications are sought for (due to COVID 19 pandemic situation) a walk in interview for Contractual Appointment from among the retired Secondary teachers/candidates from Govt./Govt. Aided Schools/Govt. office for the post of 06 Guest Teachers, 01 Clerk and 03 Group 'D' for 04 nos. of Govt. Model Schools at Bharatpur-I, Bharatpur-II, Kandi and Khargram in the Conference Hall of Administrative Building, Kandi SDO Office, Kandi, Murshidabad on 09-11-2020 to 13-11-2020. The willing candidates of Murshidabad District are requested to submit the application along with two sets of bio-data and photo copies of all testimonials along with PPO & last Salary drawn Certificate by 03-11-2020 upto 3:00 P.M. and they will be communicated later through e-mail/SMS for walk-in-interview in the period of 09-11-2020 to 13-11-2020. During walk-in-interview the intending candidates have to submit the original documents of all testimonials for verification on scheduled dates at 10:00 A.M. in the Conference Hall of Administrative Building, Kandi SDO Office, Kandi, Murshidabad (Date will be communicated later through e-mail/SMS).

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Posts</th>
<th>Age as on 01-01-2020</th>
<th>Qualification</th>
<th>Emoluments</th>
<th>No. of Vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Guest Teacher in English</td>
<td>60-63 years</td>
<td>Retired Secondary Graduate/Post Graduate subject teacher from any govt./govt. aided school with B.Ed. from Art Discipline.</td>
<td>As per Govt. Norms</td>
<td>01</td>
</tr>
<tr>
<td>2.</td>
<td>Guest Teacher in Mathematics</td>
<td>60-63 years</td>
<td>Retired Secondary Graduate/Post Graduate subject teacher from any govt./govt. aided school with B.Ed. from Science Discipline.</td>
<td>As per Govt. Norms</td>
<td>01</td>
</tr>
<tr>
<td>3.</td>
<td>Guest Teacher in Physical Science</td>
<td>60-63 years</td>
<td>Retired Secondary Graduate/Post Graduate subject teacher from any govt./govt. aided school with B.Ed. from Science Discipline.</td>
<td>As per Govt. Norms</td>
<td>03</td>
</tr>
<tr>
<td>4.</td>
<td>Guest Teacher in Life Science</td>
<td>60-63 years</td>
<td>Retired Secondary Graduate/Post Graduate subject teacher from any govt./govt. aided school with B.Ed. from Science Discipline.</td>
<td>As per Govt. Norms</td>
<td>01</td>
</tr>
<tr>
<td>5.</td>
<td>Clerk</td>
<td>60-63 years</td>
<td>Retired HS Pass/equivalent to HS Govt. Employee</td>
<td>As per Govt. Norms</td>
<td>01</td>
</tr>
<tr>
<td>6.</td>
<td>Group D</td>
<td>60-63 years</td>
<td>Retired VIII Pass Govt. Employee with good health</td>
<td>As per Govt. Norms</td>
<td>03</td>
</tr>
</tbody>
</table>

The last date of submission of application:- 03-11-2020 upto 3:30 P.M. in SDO Office, Kandi.

Mode of Selection: On the basis of Walk in Interview (on the basis of the received application in scheduled date).

The decision of the selection Committee will be final, no communication will be made for rejection of candidature. Any persuasion in this regard will lead to cancellation of the candidature.

No TA/DA will be considered.

Endo : 1) Ref. Memo No. 225/02/RS/SSM/2020 dt. 25-09-2020 of ADM(G)
      2) Ref. Memo No.2594-G dated 01-10-2020
      3) Model Application Form

Sub-Divisional Officer
Kandi, Murshidabad
Memo. No.: 25/02/28/SSN/2020  

From  
The Additional District Magistrate (G)  
Murshidabad  

To  
1. The Sub divisional Officer, Jangipur Subdivision, Murshidabad  
2. The Sub divisional Officer, Kandi Subdivision, Murshidabad  

Sub: Arrangement of Walk in Interview for Engagement of Guest Teachers, Clerk & Group D at 9 Govt. Model Schools under Jangipur and Kandi Subdivision of the District  

You are directed to arrange a Walk in Interview for engagement of above mentioned staff at different Model Schools under your Subdivision as per vacancy position. The instructions as noted below are to be followed for entire processing of interview and preparation of final Panel cum resolution sheet as follows:  

1. In case of engagement of Guest Teachers, retired Secondary Honours Graduate/Post Graduate subject teacher from any govt./govt. aided school with B. Ed. from required Discipline will be allowed. Pass graduation will be allowed if the required subject/s match with his/her combinations with B. Ed.  
2. In case of Clerk, the Retired H.S Pass/equivalent to H.S Govt. Employees will be allowed  
3. In case of Group ‘D’, Retired VIII Pass Govt. Employees will be allowed  
4. Age for all cases will be 60-63 years as on 01/01/2020  
5. Brief advertisement inviting application from eligible candidates at the Subdivision level is to be given in two daily Bengali news paper giving at least 15 days time.  
6. The detail advertisement is to be published in Official District Website (www.murshidabad.gov.in) on the same date.  
7. Depending on the no. of applications received and considering this pandemic situation, different slots for walk in interview with 5 candidates in each slot in a single day may be planned and inform the candidates accordingly.  
8. Name of Applicant is to be verified as per Madhyamik Admit or equivalent document  
9. Residence like Village, Post Office, Pin Code & Block of the applicant should be recorded in verification sheets and applicant must be the resident of Murshidabad  
10. Subjects for Guest Teachers will be Bengali, English, Math, Physical Science, Life Science & History  
11. B.Ed. must be required and without B. Ed., no entry will be allowed in interview  
12. Date of birth will be calculated as per Admit Card or Certificate of Madhyamik Pariksha  
13. As a Proof of Last salary, the Last Salary drawn Certificate by the applicant taking from the concerned School/office must be shown & submitted at the time of document verification.  
14. Last pension drawn slip (pension slip of January 2020) must be shown & submitted by the applicant at the time of document verification  
15. Personal Contact No. of the candidate/applicant must be recorded in the verification sheet for communication  
16. Two sets of photo copies of all testimonials including Bio data, PPO, Last Salary drawn Certificate must be taken from candidate/applicant after comparing with original certificates/documents for submission to the District Magistrate.
17. The Final Panel cum resolution sheet for engagement to the post of Guest Teachers, Clerk & Group D is to be submitted to the District Magistrate, Murshidabad for taking further necessary action. Attendance of the members of Interview Board will be taken and preserved for onward submission to the higher authority.

List of interview Board members are as follows:
- Sub divisional Officer of Jangipur/Kandi Sub division, Murshidabad
- District Education Officer (DEO), SSM, Murshidabad
- District Inspector of Schools (Secondary Education), Murshidabad
- BDO of the concerned Block where model schools are situated
- Head Master of Lalbagh Nawab Bahadur's Institution (Govt. school)

Chairman
member
member
member

The detail vacancy position is given on the following table:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Model School</th>
<th>Clerks &amp; Group D</th>
<th>Guest Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Vacant on Clerk</td>
<td>Vacant on Group D post</td>
</tr>
<tr>
<td>1</td>
<td>Govt. Model School under Khargram Block</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2</td>
<td>Govt. Model School under Kandi Block</td>
<td>00</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Govt. Model School under Sharatpur I Block</td>
<td>00</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Govt. Model School under Bharatpur II Block</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Govt. Model School under Samserganj Block</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>Govt. Model School under Raghunathganj I Block</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Govt. Model School under Raghunathganj II Block</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Govt. Model School under Suti I Block</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>9</td>
<td>Govt. Model School under Suti II Block</td>
<td>00</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>4</td>
<td>7</td>
</tr>
</tbody>
</table>

Copy of order of Principal Secretary, School Education Department, Govt. of West Bengal vide memo no. 87-JS(PM & PI)/SED/Secy./DM/2015, dated 08/12/2015, sample copy of personal score sheet of interview board member, document verification sheet, tabulation sheet and copy of final resolution cum panel sheet, copy of news paper advertisement and copy of website advertisement are enclosed herewith for ready reference.

SDOs are directed to Complete the above process within 2 months maintaining the social distance and covid norms.

Additional District Magistrate (G)
Murshidabad
Date: 25/09/2020

Memo No:.../12/26/SSM/2020

Copy forwarded for kind information to the:
1. District Education Officer, SSM, Murshidabad
2. District Inspector of Schools (SE), Murshidabad
3. C.A to District Magistrate, Murshidabad
4. C.A to Additional District Magistrate (SSM), Murshidabad
5. All BDOs of 9 Blocks where Model Schools are situated under Kandi & Jangipur Sub division, Murshidabad

Additional District Magistrate (G)
Murshidabad
From:
The District Inspector of Schools (S.E), Murshidabad.
P.O. Berhampore, Dist. Murshidabad, Pin. 742101.

To
The District Education Officer,
SSM, Murshidabad

Sub: Regarding engagement of Guest Teachers in Govt. Model Schools

Madam,

With reference to the subject cited above, I beg to inform you that 9 (nine) no. of Model Schools under Murshidabad District have been functioning since 2016 with engagement of some Guest Teachers. A good numbers of posts of Guest teachers as well as the posts of Non-Teaching Staffs are lying vacant in all of the schools. As per Memo No 225/02/RS/SSM/2020 dated 25.09.2020 of the Additional District Magistrate(G),Murshidabad, the engagements of Teaching (Guest Teachers) & Non-Teaching staffs in all Govt. Model Schools are to be advertised very soon, for smooth functioning of the same.

The particulars regarding updated vacant posts (up to October'20) are given below for your ready reference.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of School</th>
<th>Group C</th>
<th>Group D</th>
<th>Bengali</th>
<th>English</th>
<th>Math</th>
<th>Phy Science</th>
<th>Life Sc</th>
<th>History</th>
<th>Geography</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Govt. Model School, Samserganj Block</td>
<td>01</td>
<td>02</td>
<td>01</td>
<td>00</td>
<td>01</td>
<td>00</td>
<td>00</td>
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<tr>
<td>2</td>
<td>Govt. Model School, Raghunathganj-I Block</td>
<td>01</td>
<td>01</td>
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<td>3</td>
<td>Govt. Model School, Raghunathganj-II Block</td>
<td>01</td>
<td>01</td>
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<td>4</td>
<td>Govt. Model School, Suti-II Block</td>
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<td>5</td>
<td>Govt. Model School, Suti-I Block</td>
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<td>6</td>
<td>Govt. Model School, Khargram Block</td>
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<td>7</td>
<td>Govt. Model School, Kandi Block</td>
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<tr>
<td></td>
<td>Govt. Model School, Bharatpur-I Block</td>
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<tr>
<td>9</td>
<td>Govt. Model School, Bharatpur-II Block</td>
<td>01</td>
<td>01</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>01</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

This is for your kind information and taking necessary action.

Dated, Berhampore 01.10.2020.

District Inspector of Schools,
Secondary Education, Murshidabad

Memo.No. 2594/1(5) - G
Copy forwarded for information and taking necessary action please to:
1) The Commissioner of School Education, Bikash Bhavan, 7th Floor, Kolkata-700091
2) The District Magistrate, Murshidabad
3) The Additional District Magistrate (G), Murshidabad
4) The SDO, Kandi Sub Division, Murshidabad.
5) The SDO, Jangipur Sub Division, Murshidabad.

District Inspector of Schools,
Secondary Education, Murshidabad
Model Application Form
for a walk-in-interview for Contractual Appointment against the post of
...........................(Subject) in Govt. Model School in Kandi Sub-Division.

For office use only.

Name (in capital letter) :
Father/Husband Name :
Date of Birth :
Age (as on 01-01-2020) : .............Years/.............Months/.............Days.
Address (with Block and pin number):

E-mail ID :
Mobile Number (personal) :
Mobile Number (Spouse/family member):
Sex :

Name of Last Working Place:
Address of Last Working Place with Land Phone Number & e-mail ID:
Date of Retirement :
Last Payment Amount (Salary):
Last Pension amount as on January, 2020:

Declaration: I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences. I also declare that if any information provided by me is found false, my candidature may be rejected at any point of time.

Date :
Place: ________________ (Signature)

Check List: 2 sets Photo copies of the said testimonials.
1. Bio-Data.
2. Highest Academic Qualification Certificate.
3. B. Ed Certificate (for Guest Teacher only).
4. Age proof Certificate (Madhyamik Admit or equivalent documents).
5. Last Salary drawn Certificate.
6. PPO.
7. Documents of Last Pension amount received as on January, 2020 (Bank Passbook Xerox/Payment Certificate).