

RECRUITMENT NOTICE

Memo No. 01/Recruit/20(E.B.)

Date: 05.03.2024

Applications are invited for the Post of Principal, Music Teacher & Accountant of Bodhi Peet School Section, School for the Mentally Retarded Children(Sponsored by M.E.E. & L.S. Deptt. Govt. of W.B), details are given below:

POST	NO. OF VACANCY	CATEGORY	ESSENTIAL QUALIFICATION	DESIRABLE	PAY SCALE	AGE LIMIT
Principal Group-A	01	Unreserved	a.) M.A. or M.S.C. in Psychology. b.)Diploma in Mental Retardation from National Institute for the Mentally Handicapped or Diploma in Mental Retardation from an Institute Recognised by Rehabilitation Council, Training Certificate for teaching Mentally Retarded or Multiply Handicapped from a recognized Institute (The course must be affiliated by University) c.) 5 Years Teaching Experience in a Special School for the Mentally Handicapped or Multiply Handicapped or Spastics, relaxable for highly qualified candidates.	a) Training in Education/ vocational Guidance from recognized Institution b) Knowledge in Office Administration. c) Knowledge in Bengali.	As per Pay Matrix of ROPA 2019. Scale of Pay : Level 16 Pay Range: Rs.56100 to 1,44,300/- Plus Allowances as admissible	Within 45 years relaxable for highly qualified candidate. Relaxable for S.C/S.T./O.B.C/ PH- as per W.B. Govt. rule.
Music Teacher Group-B	01	Unreserved	a) S.F / Madhyamik Pass. b) Degree/Diploma/Certificate in Vocal Music from a recognized Institution.	Ability to Play any Instrumental Music.	As per Pay Matrix of ROPA 2019. Scale of Pay : Level 9 Pay Range: Rs.28900 to 74500/- Allowances as admissible	39 years Relaxable for S.C/S.T./O.B.C/ PH- as per W.B. Govt. rule.
Accountant Group-C	01	Unreserved	a) S.F / Madhyamik Pass. b)Knowledge of Accountancy.	Knowledge in typing with 40 W.P.M.	As per Pay Matrix of ROPA 2019. Scale of Pay : Level 6 Pay Range: Rs.22700 to 58500/- Allowances as admissible	40 years Relaxable for S.C/S.T./O.B.C/ PH- as per W.B. Govt. rule.

Mode of Applications: Offline [Sealed Applications to be submitted at Drop Box of S.D.O. Office , 1st Floor, Room No. -209, Administrative Building, DJ-4 , Sector-II, Salt Lake, Kolkata- 7000 91].

Last Date of submission of Application : 31st March, 2024 within 4:30 P.M.

Age will be calculated on 31.03.2024

Application form

Application for the post of _____

To

The Sub-Divisional Officer,

Bidhan Nagar, North 24 Parganas,

President, Bodhi Peet School Section,

The Chairman of Selection Committee.

Recent passport
size photograph

Sir,

In response to your advertisement for the post of _____, I humbly offer myself as a candidate for the same.

My particulars are given below: -

01. Name: _____

02. Date of Birth (DD/MM/YYYY): _____

03. Age (as on 31st March 2024): _____

04. Gender: _____

05. Nationality: _____

06. Marital status: _____

07. Caste (with copy of certificate, if any): _____

08. Father's/Husband's Name: _____

09. Address for communication: _____

10. Email address: _____

11. Mobile phone no.: _____

12. Language known: _____

13. Whether Physically Challenged (If "yes" attach certificate): _____

14. R.C.I. registration no. with up to date renewal: _____
(Mandatory for the post of Principal)

contd.

15. Educational qualification: -

Education	Name of the board / University	Year of passing	Marks obtained	% of Marks	Division/Grade	Remarks
Madhyamik/ Equivalent						
Higher Secondary/ Equivalent						
Graduation						
Masters						
Training						

16. Other Qualification: _____

17. Experience: _____

Date: _____

Place: _____

(Signature of the candidate)

Declaration

All of my self-attested testimonials are enclosed herewith for your perusal. I have gone through the advertisement and related conditions and do hereby declare that all statements made in this application are correct to the best of my knowledge and belief and in the event of any information being found false my candidature is liable to be cancelled.

Date: _____

Place: _____

(Signature of the candidate)

Note: Application through Offline Mode: Application format is to be downloaded and properly filled application is to be dropped in the designated box kept at the office of "SDO Bidhan Nagar Administrative Building, DJ-4, Sector -II, 1st Floor, Saltlake, Kolkata 700091" within the office hours on or before 04:30 pm dated 31st March 2024.

Application may be sent by India Post also to the same address.

Application reaching after 04:30 pm, on dated 31st March 2024, will be treated as cancelled.