



Government of West Bengal  
Office of the District Magistrate, Jhargram  
(Youth Affairs & Sports Section)

Memo No : 09 /DYO/JGM/2017

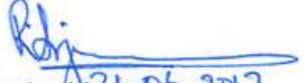
Date: 21.06.2017

Recruitment Notice

Applications are invited for following Contractual Posts for Archery Academy at Jhargram in prescribed format with all relevant documents within 5:30p.m of 24<sup>th</sup> July, 2017.

Sl. No.	Name of the Sanctioned Post	No. of Vacancy in the Sanctioned Post	Category
1	Coach	1	Unreserved
2	Grounds Man	2	Schedule Caste- 1, Unreserved- 1
3	Hostel Super	1	Unreserved (Female)
4	Warden	1	Unreserved (Male)
5	Lower Division Clerk	1	Unreserved
6	Group-D	1	Unreserved

Detailed information may be obtained from website [www.jhargram.org](http://www.jhargram.org) and this office notice board.

  
District Magistrate  
Jhargram

## General Information & Instruction for Application

Applications are invited from the candidates having required eligibility for the below mentioned posts.

Sl. No.	Name of the Post	Number of Post	Requirements	Age Limit
1	Coach (On temporary contract basis)	Unreserved - 1	<ul style="list-style-type: none"> <li>a) Must have passed Higher Secondary or its equivalent from any recognized Board/University.</li> <li>b) Must have basic knowledge of computer operation with typing ability.</li> <li>c) N.I.S. Diploma Certificate in Archery would be preferred.</li> <li>d) Should have represented the State at the National level or Country at the International level Archery Competition for at least 2(two) years.</li> <li>e) Experience in Archery coaching with an academy will be given preference.</li> <li>f) Full time Residential post at the Archery Residential Quarter (Jhargram).</li> </ul>	18-35 years (as on 01/01/2017). <u>Relaxation of age shall be applicable as per existing rule.</u>
2	Grounds Man (On temporary contract basis)	SC- 1, Unreserved - 1	<ul style="list-style-type: none"> <li>a) Must have passed Madhyamik examination/ class x or its equivalent from any recognized Board.</li> <li>b) Must have at least 5 (five) years experience in gardening &amp; maintenance of play ground.</li> </ul>	
3	Hostel Super (On temporary contract basis)	Unreserved - 1(Female candidates only)	<ul style="list-style-type: none"> <li>a) Must have passed Graduation from any recognized University or its equivalent.</li> <li>b) Must have basic knowledge of computer operation with typing ability.</li> <li>c) Candidates having sufficient experience of running sports hostel or like other institution in Government establishment or Semi /Local Government or in private will be given preference.</li> <li>d) Full time Residential post at the Archery Residential Quarter (Jhargram).</li> </ul>	18-40 years (as on 01/01/2017). <u>Relaxation of age shall be applicable as per existing rule.</u>
4	Warden (On temporary contract basis)	Unreserved - 1(Male candidates only)	<ul style="list-style-type: none"> <li>a) Must have passed Madhyamik examination/ class x or its equivalent from any recognized Board.</li> <li>b) Must have basic knowledge of computer operation with typing ability.</li> <li>c) Candidates having sufficient experience of running sports hostel or like other institution in Government establishment or Semi /Local Government or in private will be given preference.</li> </ul>	

			d) Full time Residential post at the Archery Residential Quarter (Jhargram).	
5	Lower Division Clerk (On temporary contract basis)	Unreserved - 1	a) Must have passed Madhyamik examination/ class x or its equivalent from any recognized Board. b) Must have basic knowledge of computer operation with typing ability. c) Candidates having sufficient experience of working in Government establishment or Semi /Local Government, Undertaking institution or in private will be given preference.	
6	Group-D (On temporary contract basis)	Unreserved - 1	a) Must have passed Class VIII or its equivalent from any recognized Board. b) Must have basic knowledge of computer operation with typing ability. c) Candidates having sufficient experience of working in Government establishment or Semi /Local Government, Undertaking institution or in private will be given preference.	18-40 years (as on 01/01/2017). <u>Relaxation of age shall be applicable as per existing rule.</u>

#### Scheme and Syllabus of Examination:-

1. **Coach:** The Examination shall be made through viva-voce only. The viva voce including test of personality, matter relating to the body fitness, grooming of trainees, increasing mental stability of trainees, basic knowledge of archery, advance method of archery sufficient knowledge about the History of archery, archery legends, bows, arrows, shots, targets, safety etc in archery, key to success in archery or such other/further matter relating to archery. The total marks for examination shall be 100. Out of 100 marks, 80 marks will be for viva voce and 20 marks will be for personality, health and fitness and demonstration of archery in a range.
2. **Grounds Man:** The Examination shall be made through viva-voce only. The viva voce including test of personality, matter relating to the field/sports track, sufficient knowledge about archery play ground, target board, quality of grass, plant plantation, flower nursery, gardening, watering in plant, or such other/further matter relating to archery. The total marks for examination shall be 100. Out of 100 marks , 80 marks will be for knowledge on archery field/ track or gardening and 20 marks will be for personality, health and fitness of Grounds Men
3. **Hostel Super:** The Examination shall be made through viva-voce only. The viva voce including test of personality, matter relating to the business of sports hostel, general sense of hospitality and management, geographical knowledge of the candidates etc. The total marks for examination shall be 100. Out of 100 marks, 80 marks will be for knowledge on above referred subjects and 20 marks will be for personality, health and fitness of the candidates.
4. **Warden:** The Examination shall be made through viva-voce only. The viva voce including test of personality, matter relating to the business of sports hostel, general sense of hospitality and management, geographical knowledge of the candidates etc. The total marks for examination shall be 100. Out of 100 marks, 80 marks will be for knowledge on above referred subjects and 20 marks will be for personality, health and fitness of the candidates.
5. **Lower Division Clerk:** The Examination shall be made through viva-voce only. The viva voce including test of personality and knowledge in English, Bengali, MS Office, Internet, Emailing, General Knowledge and Office Management etc. The total marks for examination shall be 100. Out

of 100 marks, 80 marks will be for knowledge on above referred subjects and 20 marks will be for personality, health and fitness of the candidates.

6. **Group-D:** The Examination shall be made through viva-voce only. The viva voce including test of personality and mater relating to office work specified for the Group-D employee of the Government establishment and knowledge in English, Bengali, MS Office, Internet, Emailing, General Knowledge and Office Management etc. The total marks for examination shall be 100. Out of 100 marks, 80 marks will be for knowledge on above referred subjects and 20 marks will be for personality, health and fitness of the candidates.

Documents to be submitted with application

- a) Attested copy of Proof of age (Birth Certificate or Admit Card of Madhyamik or equivalent Examination mentioning the DOB will be considered).
- b) Attested copy of Caste certificate (Caste certificate from the concerned SDO will be considered).
- c) Attested copy of Educational Qualification.
- d) Attested copy of Working Experience Certificate.

- The filled in application is to be submitted in a sealed/closed envelope, super scribing the name of post on top of the envelope.
- The filled in applications must reach the office of the undersigned by post or by hand to the following address within 5:30 p.m. of 24<sup>th</sup> July, 2017.

To,  
The District Magistrate, Jhargram  
(Youth Affairs & Sports Section)  
At & P.O. – Jhargram  
Dist- Jhargram  
Pin- 721507

- The undersigned reserves the right to cancel the recruitment process at any stage without assigning any reason whatsoever.
- The initial contract for successful candidates will be of one year from the date of recruitment.

  
District Magistrate  
Jhargram

Application Format for the Post of .....

Notice No. -9/DYO/JGM/2017

Dated- 21/06/2017

Affix a self  
attested colour  
photograph

To  
The District Magistrate  
Jhargram  
(Youth Affairs & Sports Section)

1. Name in Full (In Bloc) : \_\_\_\_\_
2. Sex (Put a tick) : Male  Female
3. Fathers/ Husbands Name : \_\_\_\_\_
4. Caste (Gen/SC/ST/OBC-A/OBC-B) : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Age as on 01.01.2017 : \_\_\_\_\_
7. Contact No. : \_\_\_\_\_
8. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Qualification

Sl. No.	Examination Passed	Year of Passing	Board/ University	Marks Obtained	Percentage

Experience

Sl. No.	Name of Organization	Designation & Nature of Work	Duration

I, SOLEMNLY DECLARE THAT (A) ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE; (B) ORIGINAL DOCUMENTS WILL BE PRODUCED ON THE DATE OF VIVAVOCE; (C) I UNDERSTAND THAT THE CONCERNED AUTHORITY DESERVES THE RIGHT TO REJECT MY CANDIDATURE UPON SHORT LISTING OF THE CANDIDATES BASED ON QUALIFICAIONS AND EXPERIENCE AS DESIRED BY THE CONCERNED ATHORITY.

Date :

\_\_\_\_\_  
Signature of the Candidate