



**Government of West Bengal**  
**Office of the Project Officer cum District Welfare Officer**  
**Backward Classes Welfare & Tribal Development**  
**Paschim Bardhaman**  
**1st Floor / 2nd Floor, SDO Office Building, Asansol-713304**  
**Telephone-0341-4047528, Email: bcwasansol2017@gmail.com**

Memo No: 4127/BCW/Pas.BDN

Date: 26/03/2025

**NOTICE**

One (01) Helper to Cook will be engaged at Boys Hostel of Eklavya Model Residential School, Vill-Raghunathpur, P.O-Bonkati, PS-Kanksa, Paschim Bardhaman on purely contractual basis for one year duration. Interested candidates may drop their applications along with all relevant documents (self attested photocopies of Voter Card, Aadhaar Card, proof of Date of Birth, Educational Qualification, Experience certificate etc.) in the **Proforma** attached herewith from 02.04.2025 to 17.04.2025 within 4:00 pm [except on Saturdays, Sundays & any Govt. holidays] in a **Drop Box** kept at BDO office, Kanksa.

Important facts regarding the engagement process are given below-

Age	18 years to 38 years (as on 01/01/2025)[ relaxation in upper age limit for SC & ST candidates-5 years, for OBC candidates-3 years]
Qualification	Class VIII passed
Resident	Local residents (i.e residents of Kanksa Block) will be given preference
Experience	Candidates with more than 12 months cooking experience in any institute will be given priority.
Selection procedure	Written Test will be held on 26.04.2025(Saturday) at 11-00 a.m. at BDO office, Kanksa, Paschim Bardhaman [Eligible candidates will be provided Admit cards for Written Test]
Viva-voce	The selected candidates on the basis of Written Test result ,Viva-voce will be held on <b>27.04.2025. (Sunday)</b> at 11:00 am.

WS 26/3/25  
P.O cum D.W.O, BCW & TD  
Paschim Bardhaman

Memo No 4127/1(6)/BCW/Pas.BDN

Date: 26/03/2025

Copy forwarded for information to:

1. The Sub Divisional Officer, Durgapur Sub Division, Paschim Bardhaman.
2. **The Block Development Officer, Kanksa Development Block, Paschim Bardhaman with a request to arrange for collection of submitted applications, safe custody of those applications, preparation of data base, arrangement for the Written Examination and checking of Answer Scripts on the date of Written Exam.**
3. **The D.I.O, N.I.C with request to upload the matter in the District Website.**
4. **The D.I.C.O, Paschim Bardhaman with a request to publish the matter in one leading Local Bengali Newspaper.**
5. C.A to the District Magistrate, Paschim Bardhaman.
6. C.A to the Additional District Magistrate (BCW), Paschim Bardhaman.

WS 26/3/25  
P.O cum D.W.O, BCW & TD  
Paschim Bardhaman

### Application Format

Application for the post of Helper to Cook (on contractual basis) at Boys Hostel attached to Eklavya Model Residential School, Vill-Raghunathpur,P.O-Bonkati, under Kanksa Block of Paschim Bardhaman.

Paste self attested  
passport size  
colour photo.

- 1.NAME ::  
2.FATHER's/HUSBAND's NAME ::  
3.DATE OF BIRTH ::  
4.FULL POSTAL ADDRESS(WITH PIN) ::  
5.GENDER(MALE/FEMALE/OTHER) ::  
6.RELIGION ::  
7.CASTE ::  
8.MARITAL STATUS ::  
9.NATIONALITY ::  
10.CONTACT NO. ::  
11.EDUCATION QUALIFICATION ::

NAME OF EXAMINATION	SCHOOL/BOARD NAME	YEAR OF PASSING

12.EXPERIENCE ::

13.EMAIL ID ::

DATE ::

SIGNATURE OF APPLICANT



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For more information please contact with the office of the P.O cum D.W.O, BCW & TD, Paschim Bardhaman, SDO Asansol Office Building (1st Floor), contact no. 9832130517 (during office hours. i.e. except Sundays, Saturdays & any Govt. Holidays) or District Website: <https://paschimbardhaman.gov.in> for downloading Application Form.

Asansol

Date:

Sd/-

P.O cum D.W.O, BCW & TD  
Paschim Bardhaman