



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
KALIMPONG SADAR - 734301

Office Land line: 03552 255007

e-mail: sdokalimpong@gmail.com

Memo No : 333/SDO/CON

Date: 07/04/2025

To,
The District Information and Cultural Officer,
Kalimpong.

Sub: Request for publication of advertisement of recruitment of Asst. Teacher (Geography), Sweeper (Male) and Helper to Cook in 02 (two) leading newspapers and on district website on 09/04/2025.

The matter is to published is as follows:

EKLAVYA MODEL RESIDENTIAL SCHOOL (EMRS), KALIMPONG

Recruitment to the following posts is being called for Eklavya Model Residential School (EMRS), Kalimpong vide Memo No. 331/SDO/CON & 332/SDO/CON, Dated - 07/04/2025.

1. Asst. Teacher (Geography)
2. Sweeper (Male)
3. Helper to Cook

For further details please visit kalimpong.gov.in

This is for your kind information and necessary action.


Sub-Divisional Officer
Kalimpong, Sadar
&
EMRS Officer-in-Charge



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
KALIMPONG SADAR - 734301

e-mail: sdokalimpong@gmail.com

Office Land line: 03552 796892

Date: 07/04/2025

Memo No: 331/SDD/CON

NOTIFICATION

RECRUITMENT OF TEACHING STAFF ON CONTRACTUAL BASIS FOR EKLAVYA MODEL RESIDENTIAL SCHOOL, KALIMPONG

Starting Date for Submission of Application: 09/04/2025

Closing Date: 05/05/2025

Applications are invited for filling up the following vacant posts of Teaching staff in EKLAVYA MODEL RESIDENTIAL SCHOOL, KALIMPONG by engaging suitable candidates, purely on contract basis. The engagement will be on fixed consolidated monthly remuneration for a period not more than one year which may be extended on yearly basis if rendered satisfactory service.

The details of vacancies of Teaching Staffs to be engaged on contract basis are:

Sl. No.	Name of post	Educational Qualification (Minimum)	Category	No. of vacancy	Total vacancy	Method of selection
1	Assistant Teacher (Geography)	B.A. Hons. In Geography (B.Ed. Mandatory)	UR	1	1	Through Viva- Voce (Date, Time and Venue of Interview shall be informed later)

REMUNERATION: Consolidated monthly remuneration Rs.16,000/- per month.

AGE LIMIT: Candidate should not be less than 18 and not more than 38 years (as on 01.01.2025). Upper age limit relaxable to candidates belonging to SC/ST/OBC category as per State Govt. norms.

Requisite/Educational Qualification:

(i). **Assistant Teacher (Geography)** : Honours Degree from a recognized University in Geography. Mandatory – A Degree in Teaching of Education of a recognized University or equivalent. Proficiency in teaching in English.

90% weightage will be given on educational qualification.

10% weightage will be given on viva voce.

Date of Applying: Interested eligible candidates may apply in the application form available at www.kalimpong.gov.in from 09.04.2025 to 05.05.2025 (up to 5:00PM). Duly filled-in application form with necessary documents will have to be submitted in the office of the Sub-Divisional Officer, Kalimpong Sadar during office hours within the specified period of time. Forms have to be submitted in person/by post addressed to the SDO, Kalimpong (CA Section). The last date and time of submitting application form is 05/05/2025 till 5.00 PM.

Cancellation of Candidature: In case of any discrepancy between the submitted documents and the originals/submission of incorrect information/ submission of dubious documents if the form is not filled in according to the guidelines and not supported by the specified documents, the candidature of the concerned student will be cancelled summarily.

Required documents:

1. Self-attested marksheet of Secondary or equivalent examination.
2. Self-attested marksheet of Higher Secondary or equivalent examination.
3. Self-attested marksheet of Graduation (Honours) examination.
4. Self-attested marksheet of Master of Arts (if applicable).
5. Self-attested marksheet of B.Ed. examination.
6. Aadhaar/Voter/PAN (self-attested photocopy)
7. 02 coloured passport sized photos.
8. Self-addressed envelope.



Sub-Divisional Officer
Kalimpong Sadar
Kalimpong



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
KALIMPONG SADAR -734301

Office Land line: 03552 796892

e-mail: sdokalimpong@gmail.com

Memo No: 332/500/CON

Date: 07/04/2025

NOTIFICATION

**RECRUITMENT OF NON-TEACHING STAFFS ON CONTRACTUAL BASIS FOR EKLAVYA MODEL
RESIDENTIAL SCHOOL, KALIMPONG**

Starting Date for Submission of Application: 09/04/2025

Closing Date: 05/05/2025

Applications are invited for filling up the following vacant posts of Non-Teaching staffs in EKLAVYA MODEL RESIDENTIAL SCHOOL, KALIMPONG by engaging suitable candidates, purely on contract basis. The engagement will be on fixed consolidated monthly remuneration for a period not more than one year which may be extended on yearly basis if rendered satisfactory service.

The details of vacancies of Non-Teaching Staffs to be engaged on contract basis are:

Sl. No.	Name of post	Educational Qualification (Minimum)	Category	No. of vacancy	Total vacancy	Method of selection
1	Sweeper (Male)	Class – VIII Passed	UR	1	1	Through Viva- Voce (Date, Time and Venue of Interview shall be informed later)
2	Helper to Cook	Class – VIII Passed	UR	1	1	

Requisite/Educational Qualification:

(i). **Sweeper (Male):** Class VIII passed male candidates from a recognised school.

60% weightage will be given on educational qualification.

40% weightage will be given on viva voce.

(ii) **Helper to Cook:** Class VIII passed candidates (male/female) from a recognised school.

60% weightage will be given on educational qualification.

40% weightage will be given on viva voce.

REMUNERATION: Consolidated monthly remuneration for non-teaching staffs on contract basis will be as follows:-

(i) Helper to Cook and, (ii) Sweeper -Rs.9,380/- per month.

AGE LIMIT: For all the Posts candidate should not be less than 18 and not more than 38 years (as on 01.01.2025). Upper age limit relaxable to candidates belonging to SC/ST/OBC category as per State Govt. norms.

Date of Applying: Interested eligible candidates may apply in the application form available at www.kalimpong.gov.in from 09.04.2025 to 05.05.2025 (up to 5:00PM). Duly filled-in application form with necessary documents will have to be submitted in the office of the Sub-Divisional Officer, Kalimpong(CA Section) during office hours within the specified period of time. Forms have to be submitted in person/by post addressed to the office of the SDO, Kalimpong (CA Section). The last date and time of submitting the application form is 05.05.2025, till 5:00PM.

Cancellation of Candidature: In case of any discrepancy between the submitted documents and the originals/submission of incorrect information/ submission of dubious documents if the form is not filled in according to the guidelines and not supported by the specified documents, the candidature of the concerned student will be cancelled summarily.

Required documents:

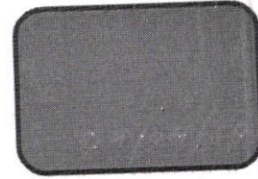
1. Self-attested marksheet of Class VIII passed examination.
2. Aadhaar/Voter/PAN (self-attested photocopy)
3. 02 coloured passport sized photos.
4. Self-addressed envelope.


Sub-Divisional Officer
Kalimpong Sadar
Kalimpong

Application Form

To,

The Sub-Divisional Officer,
Kalimpong.



Sub:- Application for Assistant Teacher (Geography) in Eklavya Model Residential School.

Sir,

In reference to the Notification bearing Memo No.....,
Dated -...../04/2025, I would like to apply for the post of **Assistant Teacher (Geography)**.

My Bio-Data are as follows:

- i. Name of the Applicant
- ii. Father's/Guardian's Name
- iii. Date of birth:
- iv. Age as on 01.01.2025

[Age limit: Not less than 18 years & not more than 38 years. Upper age limit relaxable to SC/ST/OBC as per State Govt. Norms].

v) Category (UR/SC/ST/OBC/EWS)

vi) Present Address:

vii) Permanent Address:

viii) Mobile No.

ix) Email id:-

x) Educational Qualification, Madhyamik & equivalent onwards:-

Sl No.	Name of the Examination passed	Name of the Board/University	Year of Passing	Percentage
1	Madhyamik or equivalent			
2	Higher Secondary or equivalent			
3	Graduation (Geography Honours)			
4	M.A.			
5	B.Ed.			

*Minimum qualification for Asst. Teacher is Honours Degree with B. Ed. in the concerned subject.

xi) Whether possess B.Ed Degree ?

Yes	No
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xii) Any other Qualification: _____

xiii) Whether Educated in English Medium School?

Yes	No
-----	----

xiv) Teaching Experience if any please specify

xv) If selected, whether willing to take in coaching on Saturday and Sundays?

Yes	No
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Declaration: I hereby declare that the facts and evidences given by me in the above applications are true, complete and correct to the best of my knowledge and belief. In the event of any false statement/discrepancy in the particulars being detected at any stage, my candidature/service may be cancelled/terminated without any notice.

Date: _____

Place: _____

(Signature of the applicant)

Check list of Self-attested photocopies of Documents to be attached with application. Please tick:-

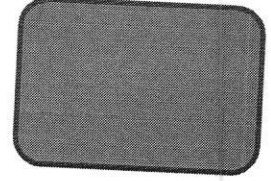
1. Date of Birth proof.
2. Caste Certificate.
3. Educational Qualification Certificate.
4. Mark Sheets.
5. Experience Certificate, if any.
6. Identity Proof (any one-Aadhar Card/Voter ID/Driving Licence/etc.)

Duly filled in Application Form along with requisite documents has to be submitted in person/by post to the office of the SDO, Kalimpong (CA Section).

Application Form

To,

The Sub-Divisional Officer,
Kalimpong Sadar.



Sub:- Application for Non-Teaching post in Eklavya Model Residential School, Kalimpong.

Sir,

In reference to the Notification bearing Memo No....., Dated, I would like to apply for the post of **Helper to cook**.

My Bio-Data are as follows:

- i. Name of the Applicant
- ii. Father's/Guardian's Name
- iii. Date of birth:
- iv. Age as on 01.01.2025

[Age limit: Not less than 18 years & not more than 38 years. Upper age limit relaxable to SC/ST/OBC as per State Govt. Norms].

v) Category (UR/SC/ST/OBC/EWS)

vi) Present Address:

vii) Permanent Address:

viii) Mobile No.

ix) Email id:-

x) Educational Qualification:-

Sl No.	Name of the Examination passed	Name of the Board/University	Year of Passing	Percentage
1				
2				
3				
4				

*Minimum qualification for Helper to Cook is Class VIII. Hence, result of Class VIII to be mentioned.

xi) Any other Qualification: _____

xii) Work Experience if any please specify

.....[Attach copy of Experience Certificate]

Declaration: I hereby declare that the facts and evidences given by me in the above applications are true, complete and correct to the best of my knowledge and belief. In the event of any false statement/discrepancy in the particulars being detected at any stage, my candidature/service may be cancelled/terminated without any notice.

Date: _____

Place: _____

(Signature of the applicant)

Check list of Self-attested photocopies of Documents to be attached with application. Please tick:-

1. Date of Birth proof.
2. Caste Certificate.
3. Educational Qualification Certificate.
4. Mark Sheets.
5. Experience Certificate, if any.
6. Identity Proof (any one-Aadhar Card/Voter ID/Driving Licence/etc.)

Submission of Application Forms through email, fax and by post will not be accepted. Duly filled in Application Form along with requisite documents has to be submitted in person/by post to the office of the SDO, Kalimpong (CA Section).

Last date for submission of application forms is 5th May 2025 by 5 p.m. Applications received after 5:00 p.m. will be rejected.

Application Form

To,

The Sub-Divisional Officer,
Kalimpong.



Sub:- Application for Non-Teaching post in Eklavya Model Residential School, Kalimpong.

Sir,

In reference to the Notification bearing Memo No....., Dated/04/2025, I would like to apply for the post of **Sweeper (Male)**.

My Bio-Data are as follows:

- i. Name of the Applicant
- ii. Father's/Guardian's Name
- iii. Date of birth:
- iv. Age as on 01.01.2025

[Age limit: Not less than 18 years & not more than 38 years. Upper age limit relaxable to SC/ST/OBC as per State Govt. Norms].

v) Category (UR/SC/ST/OBC/EWS)

vi) Present Address:
.....

vii) Permanent Address:
.....

viii) Mobile No.

ix) Email id:-

x) Educational Qualification:-

Sl No.	Name of the Examination passed	Name of the Board/University	Year of Passing	Percentage
1				
2				
3				
4				

*Minimum qualification for Sweeper is Class VIII. Hence, result of Class VIII to be mentioned.

xi) Any other Qualification: _____

xii) Work Experience if any please specify

.....[Attach copy of Experience Certificate]

Declaration: I hereby declare that the facts and evidences given by me in the above applications are true, complete and correct to the best of my knowledge and belief. In the event of any false statement/discrepancy in the particulars being detected at any stage, my candidature/service may be cancelled/terminated without any notice.

Date: _____

Place: _____

(Signature of the applicant)

Check list of Self-attested photocopies of Documents to be attached with application. Please tick:-

1. Date of Birth proof.
2. Caste Certificate.
3. Educational Qualification Certificate.
4. Mark Sheets.
5. Experience Certificate, if any.
6. Identity Proof (any one-Aadhar Card/Voter ID/Driving Licence/etc.)

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Last date for submission of application forms is 5th May 2025 by 5 p.m. Applications received after 5:00 p.m. will be rejected.