

**Govt. of West Bengal**  
**Office of the District Magistrate & Collector**  
**Dakshin Dinajpur: Balurghat**  
**(Minority Affairs & Madrasah Education Section)**

**Email: [ddminorityaffairs@gmail.com](mailto:ddminorityaffairs@gmail.com), Phone No: 03522-255786, Fax: 03522251467**

Memo No: 632 /MA & ME

Date: 30 / 10 /2014

**NOTICE**

Applications are invited for the post of Matron at Balurghat Muslim Girls' Hostel from eligible Muslim Female candidate having knowledge of Islamic culture and Muslim personal Law (Shariat) on contractual basis in the attached format.

Any Muslim female retired Govt. employee / School Teacher may also apply for the post.

**Eligibility for the Post:-**

1. Honours Graduate in any subject from any recognized university.
2. Certificate in Computer Application (CCA) for a course of the duration of 01 year. (Desirable).
3. Knowledge of Islamic culture and Muslim personal Law (Shariat).
4. Age limit: 25 – 37 years ( not applicable in case of retired employee)

**Mode of Selection**

Selection will be made on the basis of written test & academic skill.

**Remuneration: ₹ 3,623/- pm**

Filled in application forms should be submitted to the **District Magistrate, Dakshin Dinajpur, (Minority Affairs & Madrasah Education Section), Minority Affairs & Madrasah Education Bhaban, Dakshin Dinajpur Collectorate Campus, Po: Balurghat, Dist: Dakshin Dinajpur, Pin: 733 101** by post or by hand so as to receive on or before 11<sup>th</sup> November, 2014 during office hours.

  
District Magistrate  
Dakshin Dinajpur


6/29/10/14

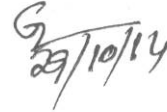
Memo No: 632/1(13) /MA & ME

Date: 30 / 10 /2014

Copy forwarded for information to:-

1. The Sub-Divisional Officer, Balurghat Sadar / Gangarampur at Buniadpur, Dakshin Dinajpur.
2. The Block Development Officer, Balurghat / Hili / Kumarganj / Tapan / Gangarampur / Bansihari / Kushmandi / Harirampur, Dakshin Dinajpur. He is requested to put up the **NOTICE** on office notice board for wide publicity.
3. The District Informatic Officer, National Informatic Centre, Dakshin Dinajpur with a request to upload the notice with application format in the official website of Dakshin Dinajpur for wide publicity.
4. The Superintendent, Balurghat Muslim Girls' Hostel, Balurghat, Dakshin Dinajpur with direction for putting it on the **Notice Board** of the Hostel.
5. Office Notice Board.

  
District Magistrate  
Dakshin Dinajpur



## APPLICATION FORMAT

### For Matron at Balurghat Muslim Girls' Hostel

(N.B:- Candidate should fill in the Application form in her hand writing.  
INCOMPLETE APPLICATION OR APPLICATION WITH DEFECT IN ANY  
RESPECT OR WITHOUT REQUISITE DOCUMENTS WILL BE SUMMARILY  
REJECTED.)

Space for pasting  
recent passport size  
photograph (Colour)  
duly signed by the  
candidate

(APPLICATION SHOULD BE FILLED IN ENGLISH CAPITAL LETTERS ONLY)

1. Name of the Applicant :
2. Father's / Husband's Name :
3. Marital Status :
4. Date of Birth (according to Madhyamik or  
equivalent examination certificate) :
5. Age as on (01.08.2014) :
6. Residential Address in full to which  
communication should be sent  
(mentioning Post Office, Police Station,  
Sub-Division, District & PIN Code) :

#### 7. Academic Qualifications

Name of Examinations Passed	Year of Passing	Name of Board / University / Institute	Total Marks	Marks Obtained	% of Marks
1. Madhyamik Pariksha					
2. Higher Secondary Examination					
3. Graduation with Honours					
4. Certificate in Computer Application (Certificate for a computer course below one year will not be accepted)					

### DECLARATION

I do hereby declare that all statements made in this application are true, complete and 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: \_\_\_\_\_

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Signature of the candidate in full

**Note: Xerox copy for item nos. 4,6 & 7 dully attested (self) to be submitted with the application.**