

Engagement of Bana Sahayaks

Government of West Bengal, vide Notification No. 828-For/FR/O/N/18R-02/2018 dated 22.07.2020, has created 2,000 posts in a new category called “Bana Sahayaks”, on a purely contractual basis. It is now proposed to engage personnel in this newly created category as follows :

1. Conditions of Service

- a. Nature: The post is purely temporary and contractual. The incumbent will not have any claim to any service benefits provided to permanent employees of Government of West Bengal.
- b. Tenure: The engagement shall be for one year initially. The incumbent may be continued to be engaged on annual basis on recommendation of the Head of Office where engaged.
- c. Remuneration: Rs 10,000 (rupees ten thousand only) per month.
- d. Postings: While the candidates engaged can be asked to work anywhere in the State, the selected candidates are likely to be ordinarily posted in the same District as their place of residence, or in nearby districts within the same Administrative Division. For this purpose districts are organized under Administrative Divisions as follows :

Presidency Division	Medinipur Division	Burdwan Division	Malda Division	Jalpaiguri Division
Howrah	Bankura	Birbhum	Dakshin Dinajpur	Alipurduar
Nadia	Jhargram	Paschim Bardhaman	Malda	Cooch Behar
North 24 Parganas	Paschim Medinipur	Purba Bardhaman	Murshidabad	Darjeeling
South 24 Parganas	Purba Medinipur	Hooghly	Uttar Dinajpur	Jalpaiguri
Kolkata	Purulia			Kalimpong

However, the candidates must be prepared for working anywhere in the State in the exigency of work requirement.

- e. Termination: Engagement is likely to be terminated on grounds of indiscipline, moral turpitude, corrupt practices and/or any criminal activity under law. A termination notice of 15 days will be given to the incumbent, with an appeal period of 7 days. Appeal may be made in writing to the Circle-in-Charge.

2. Eligibility

- a. Educational qualifications: Applicants should have passed at least Class 8th exam from a recognized school.
- b. Age Limit: Applicants should be between 18 years and 40 years of age as on 1st January of the year of application. Thus for 2020 applications, the date of birth should be from 01.01.1980 to 31.12.2001. Relaxation of five (5) years will be allowed in the upper age limit for SC / ST Applicants.
- c. Resident Status: Permanent address of applicants should be within the State of West Bengal. Application is to be made only to the Engagement Board for the district of residence as specified.
- d. Sex: No Bar.
- e. Physical Condition: Due to the nature of job in forest areas, persons with physical disabilities will be assessed by the respective Engagement Board as to their suitability to the nature of job.
- f. The following documents shall be accepted as proof of residence, age and educational qualification and as photo ID:
 - i. Proof of residence & photo ID: Aadhaar card / Voter ID card.
 - ii. Proof of age & photo ID: Birth Certificate / Aadhaar card / PAN card.
 - iii. Educational qualification: Mark sheet or certificate of last exam passed.

3. Selection Process

- a. All applications will be initially screened for location of residence for the respective Engagement Boards and the ones that are not summarily rejected shall be then screened for other qualifying criteria.
- b. Post – screening, eligible applicants will be called for an evaluation – cum - interview by the concerned Engagement Board with original documents. The Board will verify the original certificates of each candidate – Age Certificate, Residence Proof, Educational Qualification and photo ID.
- c. The eligible candidates shall be subject to an evaluation – cum – interview and personality test. The marking of the candidates will be done on the following criteria:

Subject / Aspect	Maximum Marks
Ability to read Bengali	30
Ability to write Bengali	30
Ability to read English or Hindi	10
General Knowledge Oral Test	20
Personality fitness for forestry works	10
Total	100

- d. All the three members of the Engagement Board shall award marks to each candidate as per above criteria out of a total of 100 and the merit list shall be prepared by adding the marks given by each member and organizing the evaluated candidates in the descending order of marks obtained out of 300. In case of candidates getting same marks, the age of candidates will be taken in consideration, with the oldest being allotted a better rank. In case of the candidates with same age and marks, the candidate scoring higher in the General Knowledge Oral Test will rank higher.
- e. A CEB – wise select list will be prepared containing names of candidates who score marks up to a cut-off to be finalized by the respective CEB.
- f. Engagement shall be made against the numbers of posts allotted to the Circle, on the basis of ranking in the select list.
- g. Persons unfit for forestry works will be rejected outright, giving due reason.
- h. All Member Secretaries of the CEB will prepare the final Marking List and keep it in confidential custody till they are instructed to publish the same under specific orders from the PCCF & HoFF, West Bengal. It will be the personal responsibility of the Member Secretary of the CEB to keep the results in confidence, so that the engagement process of other Boards is not vitiated due to lapse of any nature by anyone.

4. Circle Engagement Boards (CEBs)

- a. Each Circle Engagement Board will comprise of three (3) members. It will be headed by a Chief Conservator of Forests (CCF), with two (2) Divisional Forest Officers (DFOs)/ Deputy Conservator of Forests (DCFs) as members. One of the DFOs/ DCFs will be the Member Secretary (MS) for the Board.
- b. The jurisdictions of the CEBs constituted for the purpose of engagement is as follows:

District	Chairperson of CEB	Members
Birbhum	CCF South East	DCF Birbhum
Paschim Bardhaman		DCF Burdwan - MS
PurbaBardhaman		
Hooghly	CCF Conservation & Extension	DCF URF - MS
Howrah		DCF Howrah
Kolkata		
South 24 Parganas	CCF & FD STR	DCF 24 Parganas South - MS
North 24 Parganas		DCF Nadia Murshidabad
Nadia		
Murshidabad		
Malda	CCF Wildlife North	DCF Malda - MS
Uttar Dinajpur		DCF Raiganj
Dakshin Dinajpur		
Bankura	CCF South West	DCF Bankura North
Purulia		DCF Purulia - MS
Purba Medinipur	CCF West	DCF Jhargram - MS
Paschim Medinipur		DCF Medinipur
Jhargram		
Alipurduar	CCF & FD BTR	DCF BTR East – MS
		DCF Jaldapara
Jalpaiguri	CCF North	DCF Jalpaiguri – MS
Cooch Behar		DCF Gorumara
Darjeeling	CCF Hills	DCF Kurseong – MS
Kalimpong		DCF Kalimpong

Note: DCF-MS is the Member Secretary of the respective CEB