

**Government of West Bengal
Tribal Development Department
Adivasi Bhawan, Premises No.2221, Action Area - IIIA,
Rajarhat-Newtown, Kolkata - 700160
Website: www.adibasikalyan.gov.in**

25-11-2025

**Advertisement Notice for engagement of 01 (one) contractual
System Administrator (SA) in the Tribal Development Department,
Government of West Bengal**

Applications are being invited for engagement of 01 (one) contractual System Administrator (SA) in the Tribal Development Department, Government of West Bengal

Interested Candidates may apply to the following address with the attached application form along with the following documents: -

Address: To the Special Commissioner in the rank of Special Secretary, Tribal Development Department, Adivasi Bhawan, Premises No.2221, Action Area - IIIA, Rajarhat-Newtown, Kolkata - 700160; Mail ID: jstddwb65@gmail.com

Required Documents :-

1. Coloured Passport size photo-2 copies (Candidate submitting their application through e-mail should also deposit their passport photo on the date of Examination).
2. Self Attested Photocopies of
 - a. Proof of Date of Birth
 - b. Aadhar Card/PAN Card/EPIC
 - c. Testimonial of Educational Qualification.
 - d. Certificate of Computer knowledge/application.
 - e. Experience Certificate (If any)
3. Candidates are requested to download attached application form and submit duly fill application form by post or by e-mail after scanning in pdf format. Incomplete unsigned application form will be rejected.
4. **Application Fee:** Nil.

The application should reach this office by e-Mail (jstddwb65@gmail.com) /Registered Post/Speed Post /By Hand latest by 08/12/2025, 5 P.M., addressed to " To the Special Commissioner in the rank of Special Secretary, Tribal Development Department, Adivasi Bhawan, Premises No.2221, Action Area - IIIA, Rajarhat-Newtown, Kolkata - 700160, Mail ID: jstddwb65@gmail.com

Eligibility Criteria:

Minimum Qualification Required:

- i. B.Tech./B.E./MCA/M.Sc. and OEM L2 Certification on System Server-Linux or System/Server-Windows
- ii. Age within 21 years to 40 years as on 01/01/2025.

Desirable:

Working experience in Government/PSU/Others Organization.

Selection Procedure:

- i. After scrutiny of received applications, the shortlisted candidates shall be called for Written Test and Interview.
- ii. Final Merit list will be prepared based on the marks secured by the candidate in Written Examination and Interview and basis of the percentage of marks obtained by the candidate in his/her academic career.

Distribution of marks for Written Test and Interview:

Components	Full Marks
Written Test	60
Interview	15
**Academic Marks	25
Total	100

A total of **25 marks have been allotted for academic qualifications in the selection process. The weightage of marks will be calculated on the basis of the percentage of marks obtained in each examination. For example, **5 marks** are allotted for Madhyamik or equivalent examination, **5 marks** for Higher Secondary or equivalent examination, and **15 marks** for essential qualifications like B.Tech/B.E./MCA/M.Sc etc. as the case may be.

- iii. Date of Examination will be informed to the Candidates by email.
- iv. For any query related to the application/selection/examination etc. the candidate may contact to this office or telephone: (033)68105917.

The academic marks will be calculated as follows:

If a candidate has secured **85%** in Madhyamik, **72%** in Higher Secondary, and **68%** essential qualifications, as mentioned above, then the total academic marks will be:

$$\begin{aligned}
 &(5 \times 85/100) + (5 \times 72/100) + (15 \times 68/100) \\
 &= 4.25 + 3.60 + 10.20 \\
 &= \mathbf{18.05 \text{ marks.}}
 \end{aligned}$$

In any case decision of the Selection Committee is final.

Details of the nature of Engagement:

1. The engagement shall be purely temporary on contractual basis initially for 01 (one) Year (This can be renewed on satisfactory performance reviewed by the Appropriate Authority of Tribal Development Department)
2. The remuneration will be Rs. 29,000/- (Rupees Twenty-Nine Thousand) only consolidated per month and annual increment as per orders issued by Finance Department from time to time.

3. Place of Posting: Tribal Development Department, Adivasi Bhawan, Premises No.2221, Action Area - IIIA, Rajarhat-Newtown, Kolkata - 700160.

Termination:

Forthwith under insubordination & improper behaviour, inefficiency, negligence, submission of False or Incorrect documents etc. *Seal*

SHYAMAL CHANDRA MONDAL

SPECIAL COMMISSIONER

APPLICATION FORM FOR THE POST OF SYSTEM ADMINISTRATOR (CONTRACTUAL)

(To be filled up in English Block Letter only)

Personal Details

To The Special Commissioner in the rank of Special Secretary, Tribal Development Department, Adivasi Bhawan, Premises No. 2221, Action Area - IIIA, Rajarhat-Newtown, Kolkata – 700160. Subject: Application for the post of System Administrator (Contractual)	FOR OFFICE USE ONLY
	Received On:
	Roll No.:

1. Applicant's Name: _____

2. Address for Correspondence: _____

Recent coloured
Passport size
Photograph

City/Town/ Village: _____ Pin: _____ State: _____

3. Permanent Address: _____

City/Town/ Village: _____ Pin: _____ State: _____

4. Mobile: _____ Email ID: _____

5. Father's/Husband's Name: _____

6. Gender (Male/Female): _____ Date of Birth: _____

7. Age as on 01/01/2025 (YY/MM/DD) : ____/____/____.

8. Nationality: _____

9. QUALIFICATION DETAILS (AS ON 01/11/2025)

Sl. No.	Examination Passed	Board/University	Year of Passing	Percentage/Grade
1				
2				
3				
4				

10. CERTIFICATE IN COMPUTER KNOWLEDGE/APPLICATION

Sl. No.	Certificate/Course Name	Institution	Duration	Percentage/Grade
1				
2				
3				

11. WORKING EXPERIENCE (IF ANY)

Sl. No.	Name of the Company	Duration		Nature of Job
		From	To	
1				
2				
3				

Declaration: I hereby declare that all the information given by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false or any information particulars have been suppressed or omitted in this form, I am liable to be disqualified for requisite test or if selected my appointment will be cancelled without any compensation or notice..

Date: __ / __ / 2025

Place: _____

(Full Signature of the Candidate)