



Government of West Bengal
Office of the District Magistrate & Collector, Paschim Bardhaman
Department of SHG&SE
ARCS Building, 3rd Floor, Paschim Bardhaman-713305
Email: shgsepaschimbdn@gmail.com

ADVERTISEMENT NO: 01/SHG&SE/PB

DATED: 22/03/2018

Recruitment Notice for Engagement of Sub Divisional Supervisor as contractual basis for Muktidhara Project in Asansol & Durgapur Sub Division under Paschim Bardhaman District.

Memo No: 55/SHG&SE/Paschim Bardhaman

Date: 22/03/2018

ENGAGEMENT NOTICE

Applications are hereby invited from willing candidates for engagement to the post of **Sub Divisional Supervisor** as contractual basis for Muktidhara Project in two Subdivisions under this district (one for Durgapur & one for Asansol Sub Divisional Office) under West Bengal Swarojgar Corporation Limited, SHG&SE Section Paschim Bardhaman. Details of Eligibility Criteria and other conditions along with procedure for application and other details are given in the district website of Purba Bardhaman (<http://www.bardhaman.nic.in>), Asansol Municipal Corporation (<http://www.asansolmunicipalcorporation.org>), Durgapur Municipal Corporation (<http://www.durgapurmunicipalcorporation.org>), and other important Government Offices.

Starting date of submission through online-23.03.2018.

Starting date of submission of hard copy via ordinary post/ Speed post or in hand- 23.03.2018 from 12 Noon to 3PM on any working day.

Last date of submission of hard copy of applications to the District Office (Samabai Bhavan, 3rd floor, SHG&SE dept.) via ordinary post/ Speed post or in hand is 9th day of April, 2018.


Additional District Magistrate(G) In Charge,
Paschim Bardhaman &
Chairman, District Level Selection Committee
Supervisor, Muktidhara project.

Memo No: 55(6)/SHG&SE/Paschim Bardhaman

Date: 22/03/2018

Copy forwarded for kind information to-

1. The Managing Director, WBSCL.
2. The Sub- Divisional Officer, Asansol Sadar/ Durgapur.
3. The District Information Officer (in-charge), NIC, Paschim Bardhaman.
4. The Treasury Officer, Treasury I, Treasury II, Paschim Bardhaman.
5. The District Information & Cultural Officer, Paschim Bardhaman.
6. CA to DM, Paschim Bardhaman for kind information of the District Magistrate, Paschim Bardhaman.


Additional District Magistrate(G) In Charge, Paschim
Bardhaman &
Chairman, District Level Selection Committee
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ENGAGEMENT NOTICE

Applications are hereby invited from willing candidates for engagement to the post of Sub Divisional Supervisor as contractual basis of Muktidhara Project for two Subdivisions under this district (one for Durgapur & one for Asansol Sub Div. Office) under West Bengal Swarojgar Corporation Limited, SHG&SE section Paschim Bardhaman in accordance with Notification No.902-WBSCL/7M-01/17 dated: 01.09.2017 of the Managing Director, WBSCL . Eligibility Criteria for the various contractual posts and other conditions along with procedure of application and other process for selection for engagement are given as follows. Engagement to all posts are purely Contractual basis and initial period of Contract is for 1(One) year and it may be extended further on satisfactory performance .

A. Details of Contractual post with Remuneration & Eligibility Criteria


Sl. No	Name of the Contractual post	Essential Qualification(s) & Experience	Age as on	No. of post(s)	Remuneration per month (Rs.)	Scope of Work
1	Sub Divisional Supervisor of Muktidhara Project	<ul style="list-style-type: none">Graduate in any disciplineDiploma Certificate in Computer ApplicationMinimum 2 years experience in Development Sector/SHG movement/Banking Sector in an organization of repute.	<p>Not less than 18 years and not more than 37 years</p> <p>The upper age limit is relaxable for the candidates belonging to SC,ST & OBC as per norms of the State Government</p>	2 (1 in Durgapur Sub Division & 1 in Asansol Sub Division, Paschim Bardhaman)	16,000/- (consolidated)	<ol style="list-style-type: none">Field Level implementation of the project.Beneficiary selection for project implementationMarket linkage with small and big marketLiason with District SHG&SE Officer, Sub Divisional Officer, Block Development Officer, Block Level Supervisor & other Block Level Officials & covered Gram panchayats.Report preparation & submission to District SHG&SE Officer as well as Head Office of WBSCL.Any other work assigned by the authority from time to time.

D. Other Terms & Condition:

1. The selection will be made by a District Level Selection Committee. Order and Decision of this Committee regarding selection shall be final.

For Application Format and detailed information please log on to <http://www.bardhaman.nic.in> or <http://www.asansolmunicipalcorporation.org> or <http://www.durgapurmunicipalcorporation.org> or <http://www.addaonline.in>. Also find the notice on the 'Notice Board' of the District office and other important Government Offices.

2. The following documents/ testimonials have to be attached.
 - a. Proof of residence to be issued from local authorities (Pradhan/ Councillor)/ BDO/SDO along with EPIC (Voter) card/AADHAR Card/any other proof of photo identity card.
 - b. Proof of Date of Birth – Only Secondary level Admit Card of any Board mentioning the Date of Birth / Birth Certificate to be accepted.
 - c. Proof of Educational Qualification – All documents justifying essential & desirable qualification.
3. Diploma Certificate in support of computer Application.
4. Certificate of Minimum 2 years experience in Development Sector/SHG movement/Banking Sector in an organization of repute.
5. All Applications should be provide with 3 recent color passport sized photograph (1 affixed on the application & the others stapled).
6. Photocopies of all testimonials and other supportive documents must be self attested.
7. Applications are to be submitted in prescribed format in a closed envelope Superscribed with the Name of the post, along with Mobile No & Email Id . **against a receipt without verification at the office of the District Magistrate & Collector, District SHG&SE Dept., ARCS Building (Samabay Bhavan), 3rd Floor, Kanyapur, Paschim Bardham, Pin – 713305 on any working day from 12 noon to 3 p.m. on and from 23.03.2018 to 09.04.2018**
8. All Applicants whose applications are accepted would have to sit for a Written and only candidates qualifying in the written examination would be called for practical examination(Computer test) and / or viva voce. **Date of Written Examination will be published shortly.**
9. List of Qualifying Candidates would also be available in the notice boards as mentioned above. **Separate Admit Cards** for Practical & viva voce would be given after the result of written examination.
10. All other terms & conditions for engagement would be guided by order of the Managing Director vide No. 902-WBSCL/7M-01/17 dated: 01.09.2017
11. The District reserves the right to cancel/postponed/suspend any engagement to any aforesaid post at any point of time.


**Additional District Magistrate (G) In Charge, Paschim
Bardhaman &
Chairman, District Level Selection Committee
Supervisor, Muktidhara project.**

Application Format

To
The District SHG & SE Officer, District
SHG & SE Section,
Office of the District Magistrate, District,
PIN

Date:

Sir,

In response to your advertisement in the Dated I do hereby apply for the post of Sub - Divisional Supervisor in your Sub - Divisional Project Office of Muktidhara , I am submitting herewith all the necessary documents in support of my candidature for the above mentioned post.

Yours faithfully,

(Name of the Candidate)

1. Name :
2. Father's Name :
3. Present Address :

4. Permanent Address :

5. Phone Number :
6. Date of birth :
7. Age (as on 01/09/2017) :
8. Whether belongs to SC/ST/ OBC. :

9. Qualification

a) Academic :

Examination	Board/University	Year	Total Marks	Marks Obtained	% of Marks	Division / Class

b) Professional :

5. Details of Previous Experience :

Sl.	From	To	Duration	Name of the Organization / Employer	Name of the Post

NB. Attach relevant photocopies of Caste, Educational Qualifications, Professional Qualifications, Computer Proficiency, Experience Certificates failing which your application shall be treated as cancelled.

I do hereby declare that all my particulars given above are true.

Signature of the Applicant