



Government of West Bengal  
Office of the District Magistrate  
Dakshin Dinajpur, SHG & SE Section

Memo No. 253/SHG & SE /2017

Date :03/07/2017.

**NOTICE**

Applications are invited from the eligible candidates for engagement to the post of Supervisor, Self Help Group and Self Employment on contractual basis in the Blocks and Sub-Divisions under Dakshin Dinajpur District on fulfillment of the following criteria:

- 1.(A) **Educational Qualification :-** Minimum Bachelor Degree with Honours in any discipline from any recognized University. No Degree other than Hon's Degree can be considered as recruitment qualification for the post of Supervisor. A candidate possessing MBA/MCA degree but without Hon's Degree in any discipline shall not be considered eligible for appointment to the same.
- 1.(B) **Proficiency in Computer :-** Knowledge of Computer in Word, Excel, Power point, Accounting Package and reasonable typing speed. Certificate on computer education from reputed organization is to be submitted.
2. **Age:-** Upper age limit is 40 years as on 01-01-2017 for the candidate belonging to the unreserved categories which will be relaxed upto 05 years and 03 years for SC/ST and OBC respectively.

3. **No. of Vacancies :- Total-02**

No. of Vacant Posts	Scheduled Caste (Ex-Serviceman in Group-C Post)	Un-reserved (Persons with Disabilities)
02	01	01

**The posts are purely contractual in nature with initial appointment for 6 (six) months, renewable for further period depending upon the performance of the candidate.** The selection will be done on the basis of marks obtained in Higher Secondary and Bachelor Degree (Hons.) examination, proficiency in Computer Application and Viva-voce. The selected candidates will be appointed by the District Magistrate.

4. **Residence :-** Candidate must be a resident of Dakshin Dinajpur District.
5. **Job Specification :-** The posts will be located at Blocks/Sub-Divisions and their services will be placed with BDO/SDO concerned who will be their controlling officer. The selected candidates will be responsible for implementation of Self Employment Programmes and execution of work pertaining to Self Help Groups including in assessment of Self Employment opportunities and needs in respect of Block/Municipality which will be assigned to him/her.
6. **Pay :-** The post will carry a consolidated pay of Rs. 12600/- per month + Rs. 1000/- as Fixed TA per month.
7. **Mode of Selection :-** Total Marks : 100 (50+30+10+10)

►► **Graduation:** Marks obtained in Honours Subject (50 Marks)

Weightage will be given as per below mentioned table:

60% and above	100% of full marks	50 marks
Below 60% upto 50%	90% of full marks	45 marks
Below 50% and upto 40%	80% of full marks	40 marks

►► **Higher Secondary:** Marks obtained in Higher Secondary (30 marks)

Weightage will be given as per below mentioned table:

75% and above	100% of full marks	30 marks
Below 75% upto 60%	90% of full marks	27 marks
Below 60% and upto 45%	80% of full marks	24 marks
Below 45%	70% of full marks	21 marks

►► **Proficiency in Computer Application** (10 marks)

Based on basic knowledge of Word, Excel, Power-point, Accounting Package and reasonable typing speed.

►► **Viva-Voce** (10 marks)

**GENERAL INSTRUCTIONS**

- ❖ Only shortlisted candidates will be asked to produce all relevant original certificates in support of age, **EPIC as Address Proof**, educational qualifications, caste, copy of Discharge Book & PPO (for Ex-Serviceman), Disability Certificate duly issued by competent Authority (for Persons with Disabilities), computer proficiency along with the self-attested photo copies for verification at the time of **viva voce**, failing which their candidature shall be rejected without any further communication.
- ❖ The final merit list will be prepared on the basis of total marks obtained in Higher Secondary (General) and Bachelor Degree (Hons) examination, Proficiency in Computer Application and Viva-Voce.
- ❖ Application will only be received from 10/07/2017 to 28/07/2017 in sealed envelopes and to be dropped in the category wise "DROP BOX" placed at the District SHG&SE Section at 2nd floor of the District Collectorate Administrative Building on and from 10/07/2017 to 28/07/2017 from 11.00 am to 4.00 pm on the mentioned dates. Candidates are required to mention their name, address and category in which they have applied on top of the envelope. Filled in applications in the prescribed format along with required documents may also be sent in sealed envelope through registered post only to the following address, **Office of the District Magistrate, Dakshin Dinajpur, District SHG&SE Section (2nd Floor), Balurghat, PIN - 733101.**

**GENERATION OF ADMIT CARD & DATE OF EXAMINATION**

- ❖ Admit Card of Computer Test and Vice-voce with date and venue will be sent to the candidates accordingly.
- ❖ Under no circumstance admission will be allowed without the Admit Card and one photo bearing documents like EPIC or Admit Card of Madhyamik (if it is photo bearing) or Driving License or PAN Card or AADHAR Card or Bank Passbook with Photograph.
- ❖ Date of examination shall be mentioned in Admit Card.

**GROUND OF REJECTION OF APPLICATION FORM**

- ❖ No Application shall be received after 4.00 pm of the last date i.e, 28/07/2017.
- ❖ Application incomplete in any respect shall be rejected.
- ❖ If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his/her candidature shall summarily be rejected.
- ❖ Any attempt of furtherance of candidature or application by communication, influence or other unfair means can lead to disqualification of candidature and rejection of application.

**Note:** If any change takes place in the vacancy position, date of events or any other issues directly related with this notification, it will be brought to the notice of candidates in the manner as directed by the District Level Selection Committee.

  
Addl. District Magistrate (Gen)  
Dakshin Dinajpur

Memo No: 253(24) SHG&SE/2017

Date: 03/07/2017

Copy forwarded for information and display on notice board, to:-

- 1) The Principal Secretary, Deptt. of SHG&SE, East India House, Kolkata – 700069.
- 2) The Commissioner, Deptt. of SHG&SE, East India House, Kolkata – 700069.
- 3) The Savadhipati, DDZP, Dakshin Dinajpur.
- 4) The Addl. District Magistrate (Dev) & PD, DRDC, Dakshin Dinajpur.
- 5) The Addl. District Magistrate (LR), Dakshin Dinajpur.
- 6) The Karmadhyaksha of Nari-O-Shishu Unnayan Janakalyan-O-Tran Stahyee Samiti, DDZP
- 7) The Chairman, Balurghat Municipality
- 8) The Chairman, Gangarampur Municipality
- 9) The Private Secretary to the MIC, Deptt. of SHG&SE, East India House, Kolkata – 700069.
- 10) The Sub-Divisional Officer, Balurghat (Sadar), Dakshin Dinajpur.
- 11) The Sub-Divisional Officer, Gangarampur at Buniadpur, Dakshin Dinajpur.
- 12-19) The Block Development Officer (ALL), Dakshin Dinajpur.
- 20) The DIO, NIC with a request to upload the notice & Prescribed form at district website **www.ddinajpur.nic.in**.
- 21) The DICO, Dakshin Dinajpur
- 22) The CA to DM, Dakshin Dinajpur
- 23) The CA to ADM(G), Dakshin Dnajpur.
- 24) Office Copy.

  
Addl. District Magistrate (Gen)  
Dakshin Dinajpur

**APPLICATION FOR THE POST OF SUPERVISOR, SELF HELP  
GROUP & SELF EMPLOYMENT**  
(On Contractual Basis)

To  
The District Magistrate,  
Dakshin Dinajpur District  
Balurghat - 733101.

Self Attested  
Recent Passport size  
Photograph

1. Name : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. Address : \_\_\_\_\_  
\_\_\_\_\_

Contact No. (must be mentioned) \_\_\_\_\_  
(Attach Self Attested copy of EPIC as address proof) .

4. Educational Qualification :  
(Attach Self Attested copies of Mark  
Sheet and Certificates)

Examination	Full Marks	Marks obtained	Percentage
H.S.			
Honours			

5. Age on 1.1.2017 : \_\_\_\_\_ Date of Birth : \_\_\_\_\_  
(Attach Self Attested copy of Birth Proof)

6. Category (Gen/SC/ ST/OBC-A/OBC-B) : \_\_\_\_\_  
(Attach Self Attested copy of Caste Certificate)

7. Religion : \_\_\_\_\_

8. Preference of Block / Sub-Division where he /she likes to  
Be posted ( only two preferences should be given) : \_\_\_\_\_  
\_\_\_\_\_

9. Details of Computer Course Completed : \_\_\_\_\_  
(Attach Self Attested copy of Certificate)

I AM AWARE THAT ALL THE ABOVE STATEMENTS ARE TRUE TO THE BEST  
OF MY KNOWLEDGE & IF ANY FACT STATED BY ME IS FOUND TO BE FALSE  
THEN I SHALL BE LIABLE FOR TO ANY LEGAL ACTION TAKEN AGAINST ME  
BY THE HIGHER AUTHORITY.

Date :

Full Signature of the Applicant

(NB: The posts are purely contractual in nature with initial appointment for 6 (six) months, renewable for further period depending upon the performance of the candidate.)