

Government of West Bengal
Office of the District Magistrate; Darjeeling
Department of Self Help Group & Self Employment
E-mail – darjeeling.se@gmail.com

No.149/SHG&SE/Rect. of Supervisors/2016-17

Dated, the 28th October, 2016.

NOTICE

Applications are invited in the prescribed format for the post of Supervisor, Self Help Group & Self Employment in Blocks, Municipal Corporation and Sub-Division/Municipality under Darjeeling District from candidates fulfilling the following criteria.

1. **(A) Educational Qualification:** Minimum Bachelors Degree with Honours in any discipline from any recognized University.
(B) Proficiency in Computer: Knowledge of Computer in Word, Excel, Power point, accounting package and reasonable typing speed. Certificate of Computer Education course of at least 6 months from recognized institution to be submitted.
2. **Age:** Upper age limit is 37 years as on 01/01/2016 for General Candidates. Relaxation upto 5 years for ST/SC Candidates and 3 years for OBC Candidates respectively.
3. **Residence:** Candidate must be a resident of the District of Darjeeling.
4. **Job Specification:** The post will be located at Block/Municipal Corporation/Municipality/Notified area of Darjeeling District and their service will be placed with BDO/SDO concerned. The selected candidates will be responsible for implementation of Self-Employment programme and execution of work pertaining to Self Help Groups including assessment of Self-Employment opportunities and needs in respect of Block/Municipal Corporation/Municipality/Notified area he is assigned.
5. **No. of total Post: 11** [Out of which SC=01, SC(EC)-01, SC(Ex-Serviceman in Group C Post)=01, ST=01, UR=03, UR(EC)=02, OBC-A=01, OBC-B=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 Bachelors Degree (Honours) Examination, proficiency in Computer Application and Viva-Voce.

The selected candidate will be appointed by the District Magistrate.

The post will carry a consolidated pay of Rs. 12,000/- p.m. + Rs. 1,000/- as fixed T.A.

The desiring candidates fulfilling the above criteria should apply in prescribed format along with necessary documents in support of age, educational qualification, caste, computer proficiency and place of residing to the District Magistrate, Office of the District Magistrate, Self Help Group & Self Employment Section, Darjeeling, P.O. Sadar, P.S. Sadar, Pin Code-734101 by 30.11.2016 within 4:00 p.m. The applications along with supporting documents (all self attested) and two self addressed envelope affixing a stamp of Rs. 5/- are to be sent by Registered Post or by hand in the Drop Box kept in the District SHG & SE Section, Office of the District Magistrate, Darjeeling and only short listed candidates will be called for interview. Canvassing in any form will be considered as disqualification.

Sd/-

**Additional District Magistrate(Gen),
Darjeeling**

**APPLICATION FOR THE POST OF SUPERVISOR, SELF HELP GROUP & SELF
EMPLOYMENT**

To
The District Magistrate,
Darjeeling.

Recent Passport
Size Photograph

1. Name (in Capital Letter): _____
2. Father's/Husband's Name (in Capital Letter): _____
3. Full Address with Mobile No: _____

_____.

4. a) Educational Qualification : (Percentage of Marks in H.S and Honours Subject in Degree Course to be indicated).

| Name of Examination | Subject | Name of Board/University | Full Marks | Total Marks obtained | Percentage |
|---------------------------|---------|--------------------------|------------|----------------------|------------|
| H.S. | | | | | |
| Bachelor Degree (Honours) | | | | | |

4. b) Computer Knowledge: _____.
5. Age on 01/01/2016: _____ Year, _____ Month, _____ Days.
6. Category (SC/ST/OBC/UR): _____
7. Religion : _____
8. Preference of Block/Sub-Division/Municipal Corporation/Municipality/Notified Area where he/she likes to be posted (only two preferences should be given):-
1) _____ 2) _____.

Date:- _____

Place:- _____

Full Signature of the Applicant