

Government of West Bengal
Office of the District Magistrate & Collector, Hooghly
(SHG & SE Cell)

Memo No : 739 /SHG & SE/17

Date : 06 /11/2017

NOTICE

Online applications are invited through the website www.hooghly.gov.in from the eligible candidates for engagement to the post of Supervisor, Self Help Group and Self Employment on contractual basis in the Blocks and Municipalities of this District on fulfilment of the following criteria :

- 1) **Educational Qualification :-** (a) Minimum Bachelor Degree with Honours in any discipline from any recognised University.
(b) Knowledge of Computer in the MS-Word, Excel, Power Point, Accounting Package with reasonable typing speed. Certificate on Computer Education course of at least 6 months from any recognised institution is to be submitted.
- 2) **Age :-** Upper age limit is 45 years as on 01/01/2017 for SC & ST candidates and 43 years for OBC(A) candidates respectively.
- 3) **Residence :-** Candidate must be a resident of Hooghly District.
- 4) **Job Specification :-** The posts will be located at Block/Municipalities and their services will be placed with the 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 assessment of Self Employment opportunities and needs in respect of Block/Municipality which will be assigned to him /her.
- 5) **Pay :-** The post will carry a consolidated pay of Rs. 12,600/- p.m. + Rs.1,000/- as fixed T.A p.m.

6) Description of Vacancies :

No. of Vacant Post	Category		
	SC	ST	OBC(A)
03	01	01	01

The posts are purely contractual in nature with initial appointment for 6 (six) months, renewal 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, Hooghly.

Here this is to be noted that no degree other than an Hon's Degree can be considered as recruitment qualification for the post of Supervisor. A candidate possessing other Degrees e.g. MBA/ MCA etc. but without an Hon's Degree in any discipline shall not be considered eligible for appointment to the same.

The willing candidates fulfilling the above criteria should apply through online in prescribed format (available with the District Website i.e www.hooghly.gov.in) along with uploaded necessary documents (to be uploaded as per application format) in support of **age, educational qualifications, caste, computer proficiency and place of residence** by 24/11/2017. Only short listed candidates will be called for interview. Canvassing in any form will be considered as disqualification.

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%	50 Marks
Below 60% upto 50%	90%	45 Marks
Below 50% and upto 40%	80%	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% 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

- ❖ Scanned documents in support of age, educational qualifications of Higher Secondary and Bachelor Degree, caste, computer proficiency and place of residence alongwith recent passport size photograph & scanned signature of the candidate should be uploaded with application form.
- ❖ Only shortlisted candidates will be asked to produce all relevant original certificates in support of age, educational qualifications, caste, computer proficiency and place of residence 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 and Bachelor Degree (Hons.) examination, proficiency in Computer Application and the Viva-Voce.
- ❖ Online application will be received from 10/11/2017 to 24/11/2017 in the District Website i.e. www.hooghly.gov.in upto 5:30 p.m.
- ❖ Candidate belonging to OBC(A) Category should produce their caste proof issued by the competent authority. Here this is to be noted that the caste certificate issued before 06 months from the date of publication will not be accepted in any case.


GENERATION OF ADMIT CARD & DATE OF EXAMINATION

- ❖ The tentative date of Admit Card generation will be **05/12/2017** which will be available in District Website (i.e. www.hooghly.gov.in).
- ❖ Under no circumstances admission will be allowed without the Admit Card and one photo bearing documents like EPIC or Admit Card of Madhyamaik (if it is photo bearing) or Driving License or PAN Card or Aadhar Card or Bank Pass Book with photograph.

GROUND OF REJECTION OF APPLICATION FORM

- ❖ Application received through online only shall be entertained. No application shall be received after 5:30 p.m. of the **last date i.e 24/11/2017**.
- ❖ Incomplete Application 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 or any other issues directly related with this notification will be brought to the notice of candidates in manner as decided by the District Level Selection Committee)


District Magistrate
&

Chairman, District Level Selection Committee
for SHG & SE Hooghly

