Government of West Bengal
Office of the Sub-Divisional Officer
Raghunathpur , Purulia

NOTICE

Notice is hereby given that in terms of Memo No: HFW/NRHM/272/2010/875 dated 26.02.2014, Memo No: HFW/NRHM/272/2010/Pt./6689 dated 22.12.2014, HFW/NRHM/272/2010 Pt I/ 1379 dated 22.04.2015 and HFW/NRHM/272/2010/ Pt- I/ 2481 dated 11.08.2015, Block ASHA Facilitators will be engaged contractually in 1(one) Block under Raghunathpur Sub-Division .

Applications are invited from interested persons *from bonafide resident of Raghunathpur Sub-Division* for selection and placement as Block ASHA Facilitators against the abovementioned.

Total Number of Vacancy-1(One)

Name of Sub-Division	Names of Block	No. of Block ASHA Facilitators to be Engaged	Selection Criteria	Monthly Remuneration
Raghunathpur	Santuri (Schedule Tribe-1)	01	Master's Degree in Social Science/ Sociology /Social Anthropology /Social Work (MSW)/ Business Administration (MBA) /Economics /Rural Development / Mass Communication OR Graduate Degree in any discipline with minimum 2 years' experience in health projects • Preference will be given to candidates having working experience in ASHA programme • Knowledge in MS Office & Internet • Ability to communicate effectively • Ability to work hard • Willing to travel extensively • Should be a resident of Raghunathpur Sub-Division, Purulia • Age should not exceed 40 years as on 01.01.2017. The upper age relaxation will be **5** years for ST .	Rs. 7500.00 per month and Monthly Mobility Support of Rs. 1500.00

General Conditions:

1. **Reservation of Posts:** Posts are reserved for different categories as follows:*(in terms of Memo No.1198 Dt.08.09.2016 of CMOH & Secretary,DH & FWS):*
   Schedule Tribe-1.

2. **Documents to be submitted / shown mandatorily by the applicant:**
   a. Attested photocopy of the proof of residence (Voters Identity Card/ Ration Card).Additional residential proof in the form of residential certificate from Block/Municipality in desired.Candidature may be cancelled at any point of time if on enquiry he/She is found not to be a resident of the Sub-Division as desired.
   b. Attested photocopies of mark sheets of Higher Secondary or Equivalent, Graduation, and Master's degree, as applicable.
   c. Attested photocopy of age proof of the candidate.

3. **Other Documents to submitted by the applicant:**
   a. Attested photocopy of working experience certificate, if any. (Please note that Continuous Engagement in a health-related project with an assigned designation, during the entire tenure furnished as experience, will only be considered as experience in health project; no certificate specifying that the candidate has worked as volunteer, e.g. in Pulse Polio, Social Work, Leprosy etc. will be considered as experience in health-related projects)
   b. Attested photocopy of additional qualifications, if any

4. **Selection Process:**
   a. The selection will be done by selection Committee, based on merit (academic result) and experience in health projects along with a Written test & Computer skill test.

5. **Job Responsibilities of Block ASHA Facilitator will include:**
   a. Facilitating the process of ASHA selection(for filling up vacant position).
   b. Facilitating ASHA engagement as per approved list-based on the implementation process
   c. Facilitating the checking of ASHA monthly reports at all levels within the Block
   d. Ensuring that the ASHA monthly reports are error free and don't reflect over reporting and/or under reporting
   e. Facilitating timely compilation of ASHA monthly reports into block monthly report of ASHA performance
   f. Ensuring that the block monthly report of ASHA [performance is analysed by the BMOH, BPHN and PHN and shared during the Block MIS meeting.
   g. Facilitating timely submission of the Block Monthly reports related to the ASHA programme to the District ASHA Facilitator, DPC and Dy. CMOH-III
   h. Maintaining relevant ASHA related MIS at block level
   i. Supporting the Block Accounts Manager in all activities related to ASHA incentive and fund flow
   j. Sharing new circulars and guidelines with all programme stakeholders at the Block level
   k. Ensuring timely distribution of all ASHA related materials within the block
   l. Liaisoning with the BPHN / PHN, GP Health Supervisors and ANMs
   m. Undertaking field visits at regular intervals-not less than twelve visits per month
   n. Performing any other programme related activity as directed by the State, District and Block.

6. **Process of Application:-**

i) Application should be made in prescribed format and should be downloaded from *www.purulia.gov.in*

ii) Application should be in a closed/sealed envelope, superscibed "**APPLICATION FOR THE POST OF BLOCK ASHA FACILITATOR FOR RAGHUNATHPUR SUB-DIVISION**".

iii) Attested photocopies of documents/testimonials in respect of all Educational Qualification, Technical Knowledge and photo copy of Caste certificate **(S.T)** must be submitted along with the application form.

iv) *Sealed/ closed envelope containing Application will have to be submitted in the drop box kept at the Office of the Sub-Divisional Officer,Raghunathpur, or sent by post/ courier so as to reach the Sub-Divisional*

Office,Raghunathpur, Purulia within 05-01-2018 by 4:30 P.M. positively. Application submitted in any other communication channel will be rejected. Incomplete application or application with defect or without requisite enclosure or reached after stipulated date and time will also be summarily rejected without any intimation to the applicant.

v) Last date and time of receiving Application are **05-01-2018 up to 4:30 P.M.**

vi) Applications made by the candidates will be verified and screened and any application which does not fulfill any of the criteria mentioned above will be rejected without intimation to the candidates. The candidates whose applications have not been rejected will be called to appear for **a Written Test and a Computer Skill Test.** The names of these candidates and the date(s) of **Written Test and Computer Skill Test** will be published on this office notice board and on the websites *www.purulia.gov.in* in due course. Absence in any of the Tests shall lead to the candidature being cancelled.

vii) Based on the scores obtained by the candidates as per academic qualification, academic result, work experience in health projects, Written Test and Computer Skill Test, a sub-division wise of panel of candidates will be prepared at the ratio of 1:3 for each eligible vacancy.

The Authority reserve the right to postpone or Cancell the process in any point of time on administrative ground etc.

NB: Applications completed in all respect received in response to our office Memo No. 1809/11/SDO(R) dated 12.10.17 will remain in force and the applicants who have already submitted their application completed in all respect in response to above memo need not to apply again.

Sub-Divisional Officer, 20/12/17
Raghunathpur.

Memo No. 2.41 (23) | S DO (R) C   Date: 20.12.2017

Copy forwarded for kind information and with request to arrange for wide publicity to:

1. To The Chairperson,Selection Committee & MIC-Purulia.
2. The Chief Medical Officer of Health, Purulia.

3-8. The Block Development Officer,Santuri,Neturia,Para,Kashipur,Raghunathpur-1,Raghunathpur-II- under Raghunathpur Sub-division.

9-15. The Block Medical Officer of Health, Santuri,Neturia,Para,Kashipur,Raghunathpur-1,Raghunathpur-II under Raghunathpur Sub-division.

16. The District Programme Officer, ICDS, Purulia.
17. The DPHNO, Purulia.
18. The ADIO, NIC, Purulia with a request to upload this notice along with application format in *www.purulia.gov.in* .
19. The District Information and Cultural Officer, Purulia.
20. CA to the District Magistrate, Purulia.
21. PA to the Additional District Magistrate(Gen), Purulia.
22. CA to the Additional District Magistrate(Dev), Purulia.
23. CA to the Additional Executive Officer, Purulia Zilla Parishad.

Sub-Divisional Officer,
Raghunathpur

APPLICATION FORM FOR "BLOCK ASHA FACILITATOR" for Raghunathpur Sub-Division

Please fill-up the application in CAPITAL LETTTERS in OWN HAND WRITING with Black/Blue Ball point pen

(Employment Notification No.: ...., Dated ....)

Name of the Sub-Division applied for: ....

1. Name of the Candidate :

[ ]

2. Father's Name:

[ ]

3. Husband's Name:

[ ]

Paste one passport size recent photograph & signed by the candidate

4. Age (As on 01.01.2017) Year :   Month:-   Day:-
5. Date of Birth:-
6. Gender :   (tick ✓) Male [   ]   Female [   ]
7. **Present Address/ Postal Address:-**

[table of empty boxes]

8. **Permanent Address (Please mention Name of Block):**

[table of empty boxes]

9. Whether age relaxation is needed or not?   Yes   No
10. Category: (tick ✓)   ST [   ]
11. Telephone/ Mobile No.: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
12. e-mail ID : ....
13. Nationality: ....
14. Religion: ....
15. Educational Qualification:-

Sl. No.	Examination Passed	Year of Passing	Board/Council/ University	Total Marks Obtained	Division/ Class	% of Marks
1.						
2.						
3.						
4.						
5.						

16. Knowledge of Computer:

Sl. No.	Degree/ Course	Year of Passing	Name of the Institution	Affiliation under	Marks Obtained	Division/ Class	% of Marks
1							
2							

17. Experience in health project, if any-(Please mention name of specific project: [   ]

18. Ration Card No.

19. Voter's Card (EPIC) No:

Enclosures: Attested copy of a) Voter's Card (EPIC) [   ], b) Ration Card [   ], c) Admit Card/ Certificate of Madhyamik or its equivalent [   ], d) Marks Sheet of Madhyamik or its equivalent [   ],   e) Mark Sheet of Higher Secondary Examination or its equivalent [   ], f) Mark Sheet of Graduation [   ], g) Mark Sheet of Master's Degree [   ]
h) Certificate of Knowledge of Computer [   ], i) Proof of Experience [   ], j) Caste Certificate [   ] & k) Attach 4 copies of recent Colour Passport size Photo.[   ]. l)Any Other documents [   ].

       I hereby declare that I am a resident of address as given under point no.(7) and the entire document and all information submitted in this application form are true to the best of my knowledge and belief. I understand that if any of the information is found untrue, my application will stand cancelled and criminal action will be taken against me.

Signature of Candidate

Date:
Place: