

**EMPLOYMENT NOTICE**

Applications on plain paper are invited for the following post on contractual basis for Muktidhara Project, initially for a period of one year which may be extended further on satisfactory performance

Sl. No.	Name of the Post & No	Age Limit	Essential Qualifications	Consolidated Remuneration	Scope of Work
1	<b>Sub-Divisional Supervisor</b> [total 38 posts, 1 post / Sub – Division in Purulia (3 nos.), Paschim Medinipur (3 nos.), Jhargram (1 no.), Purba Bardhaman (4 nos.), Paschim Bardhaman (2 nos.), Hooghly (4 nos.), Howrah (2 nos.), North 24 Pgs. (5 nos.), South 24 Pgs. (5 nos.), Nadia (4 nos.) & Murshidabad (5nos.) District]	18 - 37 years	1. Graduate in any Discipline 2. Minimum 2 years experience in Development Sector / SHG movement / Banking Sector in an organization of repute 3. Diploma / Certificate in Computer Application	Rs.16,000.00 per month	1. Field Level implementation of the project 2. Beneficiary selection for project implementation. 3. Market linkage with small and big market players 4. Liaison with District SHG & SE Officer, Sub – Divisional Officer, Block Development Officers, Block Level Supervisors (SHG & SE Dept.) and other Block level Officials and covered Gram Panchayats. 5. Report Preparation & submission to District SHG & SE Officer as well as Head Office of WBSCL 6. Any other work assigned by the authority

**Note:**

1. The upper age limit is relaxable for the candidates belonging to S.C., S.T. & O.B.C as per norms of the State Government.
2. The applications with self –attested photocopies of all requisite documents (documents of experience, educational & professional qualifications) with filled application format must reach to the concerned **District Self Help Group & Self Employment Officer, SHG & SE Section of the concerned Districts** within **20/09/2017**, failing which your application will treated as cancelled.
3. The place of posting shall be in Sub – Divisional Muktidhara Project offices of Purulia, Paschim Medinipur, Jhargram, Purba Bardhaman, Paschim Bardhaman, Hooghly, Howrah, North 24 Pgs., South 24 Pgs., Nadia & Murshidabad Districts. Detailed address given in Annexure – I.
4. The Management will, however, have the discretion to transfer the officials in any place in West Bengal.
5. Selection of candidates will comprise of Written Test & Computer Test followed by Personality Test.
6. **“Application for the post of Sub – Divisional Supervisor of Muktidhara Project”** should be mentioned clearly on the top of the envelop, otherwise the application shall be treated as cancelled.

Sd./-  
Managing Director

**District wise address for submission of Application forms:**

1. The District Self Help Group & Self Employment Officer, Hooghly  
Office of District Magistrate & District Collector  
P.O. - Chinsurah, District - Hooghly  
Pin - 712 101
2. The District Self Help Group & Self Employment Officer, Howrah  
SHG & SE Section, Howrah  
Minority Bhaban (Ground Floor)  
12, Nitya Dhan Mukherjee Road  
District - Howrah  
Pin – 711101.
3. The District Self Help Group & Self Employment Officer, Murshidabad,  
Office of District Magistrate & District Collector  
Administrative Building  
P.O.: Berhampore, Dist. - Murshidabad  
Pin – 742 101
4. The District Self Help Group & Self Employment Officer, Nadia  
Office of District Magistrate & District Collector  
Administrative Building,  
P.O. - Krishnanagar, District - Nadia,  
Pin – 741 101
5. The District Self Help Group & Self Employment Officer, Paschim Medinipur,  
Office of District Magistrate & District Collector  
P.O. - Medinipur, District - Paschim Medinipur  
Pin – 721 101
6. The District Self Help Group & Self Employment Officer, South 24 Pgs.  
Office of District Magistrate & District Collector, SHG & SE Section  
New Treasury Building, 3<sup>rd</sup> Floor, Room No. 303,  
District – South 24 Pgs.  
Kolkata – 700 027.
7. The District Self Help Group & Self Employment Officer, Purulia,  
Office of District Magistrate & District Collector  
P.O. - Purulia, District - Purulia  
Pin - 723 101
8. The District Self Help Group & Self Employment Officer, North 24-Pgs.  
Office of District Magistrate & District Collector  
P.O. - Barasat, District - North 24-Pgs.  
Pin – 700 124
9. The District Self Help Group & Self Employment Officer, Jhargram  
Office of District Magistrate, Jhargram  
P.O. – Jhargram  
District – Jhargram  
Pin – 721507
10. The District Self Help Group & Self Employment Officer, Paschim Bardhaman  
Office of District Magistrate, Paschim Bardhaman  
ARCS (Co-Operative Building)  
3<sup>rd</sup> Floor, Kanyapur, Asansol  
District – Paschim Bardhaman  
Pin – 713 305
11. The District Self Help Group & Self Employment Officer, Purba Bardhaman  
Office of District Magistrate & District Collector, Purba Bardhaman  
P.O. - Bardhaman  
District – Purba Bardhaman, PIN – 713 101

## 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.

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Signature of the Applicant

The details of essential criteria for selection of Sub – Divisional Supervisors are as follows :

**Educational Qualification** : Graduate in any discipline

**Experience** : Minimum 2 years experience in Development Sector / SHG movement / Banking Sector / in an organization of repute.

**Computer Knowledge** : Diploma / Certificate in Computer Application

**Age** : 18- 37 years (relaxation will be given for SC/ST/OBC candidates as per Govt. norms)

Preference will be given for the candidates who are residents of the applied district.

**Responsibilities** :

1. Field Level monitoring of the project
2. Beneficiary selection for project implementation.
3. Market linkage with small and big market players
4. Liaison with District SHG & SE Officer, Sub – Divisional Officer, Block Development Officers, Block Level Supervisors (SHG & SE Dept.) and other Block level Officials and covered Gram Panchayats.
5. Report Preparation & submission to District SHG & SE Officer as well as Head Office of WBSCL
6. Any other work assign by the authority

**Selection committee**

Selection Committee will be constituted in all concerned districts as follows :

1. The Chairman of the Selection Committee will be District Magistrate, concerned District or representative not below the rank of Additional District Magistrate.
2. District SHG & SE Officer, concerned District – Convenor.
3. General Manager (Finance), WBSCL – Member
4. Dy. General Manager (P&P), WBSCL – Member
5. Dy. General Manager (HR), WBSCL – Member

**Process of Selection** :

1. For wide circulation, the WBSCL has already released an advertisement in 2 leading dailies (1 in Bengali in "Bartaman" & 1 in Hindi in "Sanmarg") on 04/09/2017 and in "Karmasansthan", leading employment news paper in Bengali in the next issue as well as in our website for inviting applications from the suitable candidates for filling up the posts mentioned above.
2. Applications will be submitted to the District SHG & SE Officers of the concerned districts within 20/09/2017.
3. After receiving the applications the District SHG & SE Officers will shortlist the applications as per essential criteria.
4. A written test will be conducted by the concerned District SHG & SE Officer for selection of suitable candidates. Cut-off marks for the candidates may be 50 marks out of 100 for selection in the next phase.
5. A computer proficiency test will be conducted by the concerned District SHG & SE Officer for further selection of suitable candidates. Cut-off marks for the candidates may be 50 marks out of 100 for selection in the next phase.
6. A personality test of eligible candidates will be conducted by the concerned District SHG & SE Officer for final selection of candidates. The ratio of the eligible candidates and nos. of posts will be minimum 3:1. The selection committee will be present in the personality test / personal interview board.
7. Finally the selection committee will prepare the panel of selected candidates.
8. The panel will be valid for 12 months.
9. Appointing Authority for the posts will be Managing Director, WBSCL.