

**Government of West Bengal
Office of the District Magistrate
Department of Self Help Group & Self Employment
North 24 Parganas, Barasat.**

No: 812 /SHG & SE (N) 24 Pgs/ 11

Date: 08/12/2011

Applications are invited from candidates in the prescribed format for the post of Supervisor, Self Help Group & Self Employment in Blocks and Municipalities under N.24 Parganas 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 on computer education from reputed organization is to be submitted.
- (2) **Age:** Upper age limit is 37 years as on 01/01/2011 for general candidates. Relaxation upto 5 years for ST and 3 years for SC and OBC respectively.
- (3) **Residence:** The Candidate must be a resident of the District in whose jurisdiction the Block / Municipality is located.
- (4) **Job Specification:** The post will be located at Blocks/ Municipalities/ Notified area 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 of the Block / Municipality / Notified Area he is assigned.

(5) Number of Total Post: 33.

Out of (a) SC Post-11 (3 for Exempted category), (b) ST Post-04 (1 for Exempted category) (c) OBC- A Post-03 (1 for Exempted category) (d) OBC-B Post-03 and (e) Unreserved -12 (4 for exempted category, 1 for disable person and 1 for ex-service man)

The posts are purely contractual in nature with initial appointment for 6 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 (Hons.) Examination, proficiency in Computer application and viva voce.

The selected candidate will be appointed by the District Magistrate North 24 Parganas

The post will carry a consolidated pay of Rs.9000/- + Rs.1000/- as T.A.

The intending candidates fulfilling the above criteria should apply in prescribed format along with necessary documents in support of age, educational qualifications, caste (Exempted category, Ex service man and disability persons), computer proficiency, place of residence and two copies recent passport size colour photograph with self address envelop (10.5 X 4.5) affixing postage stamp Rs.5/- to the District Magistrate, North 24 Parganas, Barasat, SHG & SE Department concerned by 30/12/2011 within 4p.m. The applications are to be sent only by the registered post and only short listed candidates will be called for interview. Canvassing in any form will be considered as disqualification.


District Magistrate
North 24 Parganas, Barasat

Applications for the post of Supervisor, Self Help Group & Self Employment

To
The District Magistrate
North 24 Parganas, Barasat.

Self attested
recent Passport
Size colour
Photograph

1. Name (Capital Letter):.....
2. Fathers Name:.....
3. Address:.....
4. Educational Qualification : (Percentage of Marks in HS and Honours Subject in Degree Course to be indicated)

	Full Marks	Percentage
H.S		
Honours		

5. Age on 01/01/2011:Year,MonthDays.
6. Category (SC/ST/OBC-A/OBC-B/UR):
7. Religion:
8. Preference of Block/ Municipality where he/she likes to be posted (Only two preference should be given):-1).....2)

Date:-
Place:-

Full Signature of the Applicant

Enco : All attested supporting documents.