



GOVERNMENT OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
KHARAGPUR – II DEVELOPMENT BLOCK
MADPUR : : PASCHIM MEDINIPUR

Memo no. 631

Date: 16.02.2017

Applications are invited for the post of "GRAM ROZGAR SEWAK" purely on contract basis under Mahatma Gandhi National Rural Employment Guarantee Scheme in Kaliara-I, Paparara-II & Sankoa Gram Panchayet.

Designation	No. of Post	Remuneration (Consolidated)	Age
GRAM ROZGAR SEWAK	03	Rs. 8,000/- Per Month	18 to 40 years as on 01/02/2017

• **Educational Qualifications:-**

Essential Qualification:-

1. Passed Higher Secondary Examination from any board / council of State of West Bengal from General / Vocational stream with at least 55% marks in Science Stream with Mathematics and Physics as compulsory subject.
2. 6 month Diploma / Certificate in computer application from recognized institute.

Desirable:-

1. Graduate with computer knowledge.
2. One year experience in the relevant field.

• **Residential Status:-**

Applicant must be a permanent resident of concern Gram Panchayet for which he / she will apply.

• **Job Description:-**

The incumbent shall work under the direct supervision of Programme Officer & Block Development Officer, Kharagpur-II Dev. Block and will be providing support to Gram Panchayet in implementation of the scheme at the Panchayet Level. He / She shall also report to the District Magistrate & District Programme Coordinator, Paschim Medinipur and perform the following duties at the Panchayet level:

1. Preparation and approval of Annual Action Plan, flowing from the District Perspective Plan.
 2. Preparation of prioritized list of works with likely cost/estimate.
 3. Preparation of calendar of programme for their own works.
 4. Identification and categorization of number and nature of employment opportunities.
 5. Matching of opportunities with those who demand for labour.
 6. Receipt of applications for registration.
 7. Identification and verification of Applications and registration of job seekers.
 8. Issue of Job Cards.
 9. Intimation to applicants allotting dates of work and work site.
 10. Publication of list of works, calendar of programmes and list of job seekers etc.
 11. Supervision and monitoring.
 12. Disbursement of wages.
 13. Maintenance of Records/Muster roll/Household Job Card/individual employment details etc.
 14. Payment of unemployment allowances.
 15. Other related works as per Govt. Order issued time to time.
- **DOCUMENTS TO BE PRODUCED AT THE TIME OF SUBMISSION OF APPLICATION:**
1. Self attested copies of mark sheets and certificates in support of Educational Qualification, Residential certificate issued by Gram Panchayet Pradhan / MLA / MP / SDO, Computer Certificate etc., any
 2. One recent photograph self- attested.
 3. The envelope containing the application should be superscripted as "APPLICATION FOR THE POST OF GRAM ROZGAR SEWAK" and should be addressed to the Programme Officer & Block Development Officer, Kharagpur-II Dev. Block, Office of the Block Development Officer, Kharagpur-II Dev. Block, P.O.- Madpur, P.S.- Kharagpur Local, Dist.- Paschim Medinipur, Pin- 721149 and should be dropped the same on or before 03/03/2017 (4:00 PM) in a **DROP BOX** at the above noted office.

- **GENERAL INFORMATION:**

- (i) While applying, the applicant should ensure that he/she fulfills the eligibility and other norms and that the particulars furnished by him/her are correct in all respects.
IN CASE IT IS DETECTED AT ANY STAGE OF SELECTION THAT THE APPLICANT DOES NOT FULFILL ANY ELIGIBILITY NORMS AND/OR THAT HE/SHE HAS FURNISHED ANY INCORRECT/FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ARE DETECTED EVEN AFTER SELECTION, HIS/HER ENGAGEMENT ARE LIABLE TO BE TERMINATED WITHOUT ASSIGNING ANY REASON THEREOF.
- (ii) Interested candidates shall be ready to work in remote/hard areas as and when directed and also may have to travel to remote/hard areas as required at their own cost.
- (iii) No accommodation facility will be provided to the selected persons.
- (iv) Leave rules He / She shall be entitled to have as per Govt. Order, which can be accumulated but not encashed. Maternity Leave will be granted for 180 days during the contract period with full pay. A certificate from a duly qualified physician indicating estimated time of confinement of fitness to work must be submitted to avail this leave.
- (v) Engagement of GRAM ROZGAR SEWAK is purely on contractual basis for the period of 1 year which is likely to be extended on mutual consent and this does not confer any right/privilege for regular appointment or continuity of service.
- (vi) No TA/DA shall be payable for appearing in the interview.
- (vii) No individual call letters will be issued for appearing in the interview.

- **Invalid applications:-**

Applications which suffer from the following deficiencies will be rejected. The list is only illustrative and not exhaustive.

1. Application received after the closing date & time.
2. Application not in prescribed format or which is incomplete in any manner in non standard size of paper.
3. Candidate is not in possession of the required education qualification on the date of applying or is overage as on 01.02.2017.
4. More than one application submitted by the same candidate.
5. Application without the recent photograph not affixed.
6. Application without signature or with signatures in capital letters or with different signatures at different places or smudged signature.
7. Copies of required enclosures as mentioned above not enclosed.
8. More than one application submitted in one envelope.
9. Applications which are not properly addressed.
10. Applications which are filled in a language other than English.
11. Any other irregularity noticed and considered invalid by the Selection Committee.

- **Misconduct:-**

1. Candidates are requested that they should not furnish any particular that are false or suppress any material information while filling the application form.
2. Candidate shall not bring or attempt to bring any political or other influence to further her interest in respect recruitment which will disqualify them.
3. Misconduct on the part of the candidate at any part of the recruitment process is strictly prohibited and shall render disqualification.
4. Indulgence in the above practices will result in the rejection of the candidature at any time.
5. An action as deemed fit including criminal action will be taken by the Programme Officer & Block Development Officer, Kraragpur-II Dev. Block against Candidate found guilty of submitting fabricated / forged / tampered certificate, using unfair means during whole recruitment process etc.

- **Caution:-**

Beware of Touts and job racketeers trying to deceive you by false promises of securing job as "GRAM ROZGAR SEWAK" either through influence of by use of unfair or unethical means. Candidates will be selected purely as per merit list. Pleas beware of unscrupulous elements and do not fall in their trap.

- **INTERVIEW DETAILS:**

Interview will be held on 08/03/2017 at the Office of the Block Development Officer, Kraragpur-II Dev. Block from 12:00 onwards. For any other information the applicants may also contact the MGNREGA cell of Kharagpur-II Dev. Block.

- **Last Date of receipt of application: 03/03/2017**

Sd/-
Programme Officer
&
Block Development Officer
Kharagpur - II Dev. Block.

