

GOVERNMENT OF WEST BENGAL
Office of the District Magistrate, Paschim Medinipur
SHG & SE Department.

Phone No- 03222-263310

Email ID- shgpmid@gmail.com

No. 733...../SHG&SE/I/8

Date. 24.10.2017.

NOTICE

Applications are invited in the prescribed format for the post of Supervisor, Self Help Group and Self Employment in the Blocks and Municipalities from the candidates fulfilling the following criteria :

1. **Educational Qualification :** a) Bachelors Degree with Honours in any discipline.
b) Proficiency in Computer Application (Basic knowledge of Computer in Word, Excel, Powerpoint, Accounting Package and reasonable typing Speed. Certificate on Computer Education from reputed organization is to be submitted).
2. **Age :** Upper age limit is 40 years as on 01.01.2017 for unreserved candidates. Relaxable upto 5 years and 3 years for SC/ST and OBC Candidates respectively.
3. **Residence :** Candidate must be a resident of Paschim Medinipur District.
4. **Job Specification :** The post will be located at Blocks/ Sub-divisions under Paschim Medinipur and their services will be placed with 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/ Sub-division he/ she is assigned.

No. of Vacant Posts	Unreserved	Unreserved EC	SC	SC EC	ST	OBC-A	OBC-B
09	03	01	01	01	01	01	01

The posts are purely contractual in nature with initial appointment for 12 (twelve) 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 Bachelor Degree (Hons.) examination, proficiency in Computer Application and Viva-Voce. The selected candidates will be appointed by the District Magistrate, Paschim Medinipur. The post will carry a consolidated pay of ₹ 12,600/- (Twelve thousand six hundred) p.m. + ₹ 1,000/- (One thousand) as fixed T.A.


The desiring candidates fulfilling the above criteria must apply through Online (District Website www.paschimmedinipur.gov.in). Only short listed candidates will be called for interview. Canvassing in any form will be considered as disqualification. Original copies of all testimonials along with Xerox of the same duly self attested are to be submitted at the time of interview.

Last date for filling up of online application is 17.11.2017. Candidate should submit a printout of the acknowledgement generated through e-mail along with the following supporting documents (all self-attested) by hand in the Drop Box kept in the Office Building of the District SHG & SE Officer, Paschim Medinipur (Multipurpose Office Building, 1st floor) or by post within 24.11.2017 upto 5:00 p.m.

1. Age proof Certificate (Secondary Admit Card/ Certificate/Birth Certificate).
2. Residence Proof (Copy of Aadhar card/ EPIC etc).
3. Mark sheet of Higher Secondary & Bachelors Degree with Honours .

Postal Address :

To
The District Magistrate & Collector
Office of the District Magistrate, Paschim Medinipur
SHG & SE Department (Multipurpose Office Building, 1st floor)
Pin :-721101


District Magistrate
Paschim Medinipur