



Office of the District Magistrate
SHG&SE Section
District Kalimpong

NOTICE

Applications are invited for recruitment to the contractual post of **Supervisor, Self Help Group & Self Employment (SHG-SE)** in Blocks & Municipality of Kalimpong District.

No. of vacancy - 03 (Three), SC - 01 (One), Gen - 01 (One), Gen (EC) - 01 (One),
Eligibility - Must be an Indian citizen and a permanent resident of Kalimpong District,
Age - 18-37 years as on 01.01.2018 for General, 05 & 03 years relaxation for SC/ST and
OBC candidates respectively. **Qualification** - Bachelor's degree with Honours in any
discipline. b) Proficiency in Computer application. **Consolidated monthly remuneration** -
At a consolidated remuneration of Rs.12.600/-. Application should be addressed to the
District Magistrate (General Section), Kalimpong, P.O & P.S Kalimpong, PIN: 734301
and sent either through post or directly within 11 am to 04:30 pm on office days only.
Last date of application 17th December, 2018. For downloading form and other details
about the recruitment, please visit the website: <https://kalimpongdistrict.in>

NB: The notification is subject to cancellation on further order in unavoidable
circumstances.

Sd/-
District Magistrate,
Kalimpong



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE,
SHG-SE SECTION
KALIMPONG
PO & PS – KALIMPONG, PIN – 734301
E-mail: dmkalimpong2017@gmail.com
TEL: 03552-256353, 255009

Memo No. 133/SHG-SE/Kpg.

Date - 22/11/2018

NOTICE

In pursuance of the Memo No- 99/SH/O/2P-147/07 dated Kolkata, the 29th February, 2008 of the Department of Self Help Group & Self Employment, Government of West Bengal and in the light of the communication of the Deputy Secretary, Dept. of SHG-SE, Government of West Bengal dated 30.07.2018 applications are invited for the post of Supervisor, Self Help Group & Self Employment in Blocks and Municipality under Kalimpong District from eligible candidates.

Details of the Vacancies:

Sl. No.	Name of post	No. of Vacancies	Monthly Remuneration	Place of Posting	Job Specification
1	Supervisor, Self Help Group & Self Employment (Contractual)	03 (Three) 01 (One) Scheduled Caste, 01 (One) General, 01 (One) General (EC)	Consolidated Rs. 12,600/-	Block & Municipality of Kalimpong District. (Transferable within the District)	Implementation of the programmes /scheme of SHG-SE Dept.

The eligibility criteria are as follows:

- Residence:** Must be an Indian citizen and a permanent resident of Kalimpong District.
- Age:** Upper age limit is 37 years as on 01.01.2018 for General candidates, relaxation up to 5 years for ST/SC candidates and 3 years for OBC candidates respectively as per Government Norms prescribed in Memo no. 11653-F(P), dated 30.12.2011.
- Education Qualification-**
 - Bachelors Degree with Honours in any discipline from any recognized University.
 - Proficiency in Computer Application: Knowledge of Computer (MS-Word, MS-Excel, MS-Power Point, Accounting Package) and reasonable typing speed.

General terms and conditions –

1. Mode of selection:

The selection shall be done on the basis of marks obtained in Higher Secondary and Bachelors Degree (Honours) Examination & Proficiency in Computer Application and viva-voce as specified in department order no. 99/SH/O/2P-147/O7 dated 29th February, 2018.

- a. 80% weightage will be given for educational qualification.
- b. 10 marks will be for proficiency in Computer Application.
- c. 10 marks will be for viva-voce.

2. The prescribed application form may be downloaded from the website: <http://kalimpongdistrict.in>

3. The District Level Selection Committee, Kalimpong reserves the right to reject any incomplete application or application not properly filled up or received after the stipulated time and date.

4. The post is purely contractual in nature with initial appointment for 12 months renewable for further period depending upon the performance of the candidates.

5. A merit list of successful candidates in the ratio of 1:4 will be prepared for a period of 2 (two) years.

Requisite Documents:

The Applicant shall submit the following documents along with the original application which must be self attested/certified:

1. Citizenship: EPIC (Voter's Card)/Aadhar Card (at least any one)
2. Age proof: Birth certificate/ School Admit Card (at least any one)
3. Residential Proof: Aadhar Card/ EPIC (Voter's Card)/Certificate of residence from local authority, Municipality or BDO etc.
4. Computer certificate from any organization of repute (at least for 6 months course)
5. Educational Qualification: Certificate/ Mark Sheet from Standard X onwards.
6. Passport size photographs: 4 copies
7. Two self addressed envelopes with requisite postage stamps for future communications.

The sealed application must reach the office of the undersigned in the following address "Office of the District Magistrate (General Section), Kalimpong, P.O & P.S Kalimpong, Pin – 734301" either directly within 11:00 am to 04:30 pm on office days only till **17th December, 2018** or by registered post. **Application received by this office after the scheduled date and time for postal delay or any reason whatsoever shall not be entertained.**

After the receipt and scrutiny of the application, only the eligible candidates would be called for further selection process. For further clarification, candidates may contact to the office during any office-day from 10:00 am to 04:30 pm.

NB – The notification is subject to cancellation on further order in unavoidable circumstances.


District Magistrate
Kalimpong

APPLICATION FORMAT

Application for the post of **SUPERVISOR, SHG-SE DEPTT.**

To,
The Chairman of the District Level Selection Committee
&
District Magistrate, Kalimpong

One self Attested
recent Passport size
Photograph

Sir,

In response to your advertisement in the _____ that you are going to recruit contractual staff for the post of Supervisor, SHG&SE for Blocks and Municipality under the District of Kalimpong, I beg most respectfully to apply for the above post.

My full particulars are given below for your kind consideration.

1. Name of the Applicant (in block letters): _____
2. Father's/Husband's Name: _____
3. Address for communication: _____
Village/Ward: _____
Post Office: _____ Block/Municipality/Corporation: _____
District: _____ Pin: _____
Mobile No _____ E-Mail ID: _____
4. Permanent address: _____
5. Date of Birth: _____ / _____ / _____
6. Age (as on 01.01.2018): _____ / _____ / _____
7. Sex (tick which applicable): Male/ Female/ Transgender
8. Caste: _____
9. Category (tick which applicable): GEN/ SC /ST/ OBC /EC
10. Nationality: _____
11. Academic Qualification: (From Standard X onwards):

Sl. No	Exam passed	Board/Council/ University	Year of passing	Total Marks	Marks obtained	Division/Class	% of marks

12. Qualification in computer: _____
13. Work experience (if any): _____

DECLARATION

"I hereby declare that all statements made in this application are correct to the best of my knowledge and belief and in the event of my information being found false my candidature is liable to be cancelled."

Place: _____
Date: _____

Full Signature of the applicant