

# GOVERNMENT OF WEST BENGAL

Office of the District Magistrate, Kalimpong

Detailed guidelines w.r.t. application in C/W advertisement vide no 14/HEALTH/KPG dt 27/11/2018 for the post of District Co-Ordinator Hospital & District Co-Ordinator IT.

In pursuance of Memo No: HF/O/RSBY-SNO/NEW-DKM/2017/5768 dated: 22.03.2018 of the Health & Family Welfare Department (RSBY) to the Government of West Bengal, filled in application in prescribed format is hereby invited from the eligible candidates for filling up of the following contractual posts in the District Key Management Unit(DKMU), under RSBY, Kalimpong. Particulars of the post are given below.

Sl No	Name of the Post	No. of Vacancy	Essential Qualification	Desirable Qualification	Selection Criteria	Contractual Monthly Remuneration
1	District Co-Ordinator-Hospital	01	Post Graduate with Diploma in Hospital Management/ PGDHM	Diploma (or Certificate Course) in Computer Application	Written Examination- 75 marks Computer Test- 20 Marks Personal Interview- 5 Marks	Rs 16,800/-
2	District Co-Ordinator-IT	01	Post Graduate with Knowledge of Computer/ PGDCA	Diploma/ Post Graduate Diploma in Business Management of Administration	Written Examination- 70 marks Computer Test- 25 Marks Personal Interview- 5 Marks	Rs 16,800/-

## **The other eligible criteria are as follows:**

1. **Residence:** Must be an Indian citizen and permanent resident of West Bengal, preferably of Kalimpong District.
2. **Age:** Upper age limit is 40 years as on 01.01.2018 for General candidates, relaxation up to 5years for ST/SC candidate and 3years for OBC candidates respectively as per Government norms prescribed in Memo no. 11653-F(P), dated 30.12.2011.

## **General terms and conditions:-**

1. The prescribed application form may be downloaded from the website:  
<http://kalimpongdistrict.in>
2. The District Level Selection Committee, Kalimpong reserves the right to reject any incomplete application or application not properly filled in or received after the stipulated time and date.
3. The post is purely contractual in nature with initial appointments for 12months renewable for further period subject to fulfilling the mutually agreed terms & conditions.

## **Period of engagement**

1. The initial engagement for a person for the above post would be for a period of 01(one) year thereafter, the engagement may be renewed as per the satisfactory performance of the incumbent concerned.
2. The appointment to the above post would be on full-time basis and the candidate would not be permitted to take up any other assignment during that period.
3. Contract for engagement may be terminated by giving one month notice from either side (employer or employee)

**Requisition 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. Residence 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 (as stated in desirable Qualification).
5. Caste Certificate (wherever applicable) issued by the prescribed authority.
6. Educational Qualification: Certificate/Mark sheet from standard X onwards.
7. Passport size photograph:4copies
8. Two self-addressed envelopes with requisite postage stamps for future communication.

The sealed application must reach the office of the undersigned in the following address "Office of the District Magistrate (General Section), Kalimpong, Pin-7.34301" either directly within 11:00 am to 04:30 pm on office days only till **17<sup>th</sup> December,2018** or by registered post/currier service.

**Application received by this office after the scheduled date and time for postal delays or any reason whatsoever shall not be entertained.**

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

**NB- This notification is subject to cancellation on further order in unavoidable circumstances.**

Sd/-

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

**APPLICATION FORMAT**

One Self  
Attested recent  
passport size  
photograph

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

Sir,

In response to your advertisement no \_\_\_\_\_ dt \_\_\_\_\_

for the Post of \_\_\_\_\_

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 : \_\_\_\_\_

Post Office: \_\_\_\_\_ :Block/Municipality/Corporation \_\_\_\_\_

District : \_\_\_\_\_ :Pin : \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email Id : \_\_\_\_\_

4. Permanent Address : \_\_\_\_\_

Post Office : \_\_\_\_\_ :Block/Municipality/Corporation \_\_\_\_\_

District : \_\_\_\_\_ :Pin : \_\_\_\_\_

5. Date of Birth : \_\_\_\_\_

6. Age (As on 01.01.2018) : \_\_\_\_\_

7. Male / Female : \_\_\_\_\_

8. Caste ( Gen / SC / ST / OBC-A / OBC-B) : \_\_\_\_\_

9. Nationality : \_\_\_\_\_

10. Academic Qualification: From Madhyamik onwards)

Sl No	Exam Passed	Board / Council / University	Year of Passing	Total Marks	Marks Obtained	% of Marks


11. Qualification in computer : \_\_\_\_\_

12. Work experience : \_\_\_\_\_

**DECLARATION**

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

Place: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

full signature of the applicant

Documents enclosed:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.