

EMPLOYMENT NOTICE

Application on plain paper are invited for the following post of on contractual basis for Muktidhara Project, initially for a period of one year which may be extended further on satisfactory performance.

Sl. No.	Name of the post & no.	Age limit	Essential Qualification	Consolidated Remuneration	Scope of work
1.	Sub-Divisional Supervisor (01 post in Purulia district)	18-37 years	1. Graduate in any Discipline. 2. Minimum 2 (two) years experience in Development Sector/ SHG movement/ Banking sector in an organization of repute 3. Diploma/ Certificate in Computer Application	Rs. 16,000/- per month	1. Field level implementation of the project 2. beneficiary selection for project implementation 3. Market linkage with small and big market players 4. Liaison with District SHG & SE Officer, Sub-Divisional Officer, Block Development Officers, Block Level Supervisor (SHG & SE Dept.) and other Block Level Officials and covered Gram Panchayats. 5. Report Preparation & submission to District SHG & SE Officer as well as Head Office of WBSCCL. 6. Any other work assigned by the authority

**Note :**

- The upper age limit is relaxable for the candidates belonging to S.C, S.T & O.B.C as per norms of the State Government.
- The applications with self-attested photocopies of all requisite documents (documents of experience, educational & professional qualifications) with filled application format must reach to the concerned **District Self Help Group & Self Employment Officer, SHG & SE Section, Purulia** within 13/07/2018, failing which your application will be treated as cancelled.
- The place of posting shall be in Sub-Divisional Muktidhara Project Offices of Purulia. Detailed address given below :  
The District Self Help Group & Self Employment Officer, Purulia,  
Office of the District Magistrate & District Collector,  
P.O – Purulia, District – Purulia,  
Pin – 723 101.
- Appointing Authority for the post will be the Managing Director, WBSCCL.
- The Management will, however, have the discretion to transfer the officials in any place in West Bengal.
- Selection of candidates will comprise of Written Test & Computer Test followed by Personality Test. **“Application for the post of Sub-Divisional Supervisor of Muktidhara Project”** should be mentioned clearly on the top of the envelop, otherwise the application shall be treated as cancelled.

Sd/-  
District Magistrate  
Purulia

**Application Format**

Date :

To  
The District SHG & SE Officer, Purulia,  
District SHG & SE Office,  
Office of the District Magistrate, Purulia,  
Pin – 723 101.

Sir,

In response to your advertisement in the \_\_\_\_\_ Dated \_\_\_\_\_ I do hereby apply for the post of Sub-Divisional Supervisor in your Sub-Divisional Project Office of Muktidhara. I am submitting herewith all the necessary documents in support of my candidature for the above mentioned post.

Yours faithfully,

(Name of the Candidate)

1. Name :
2. Father's Name :
3. Present Address :
4. Permanent Address :
5. Phone Number :
6. Date of birth :
7. Age (as on 01/09/2017) :
8. Whether belonging to  
SC/ST/OBC. :

Qualification :

a) Academic :

Examination	Board/University	Year	Total Marks	Marks Obtained	% of Marks	Division/ Class

b) Professional :

5. Details of Previous Experience :

Sl.	From	To	Duration	Name of the Organization/ Employer	Name of the Post

**NB.** Attach relevant photocopies of Caste, Educational Qualifications, Professional Qualifications, Computer Proficiency, Experience Certificates failing which your application shall be treated as cancelled.

I do hereby declare that all my particulars given above are true.

\_\_\_\_\_  
Signature of the Applicant