

EMPLOYMENT NOTICE

Applications on plain paper are invited for the following post 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 Qualifications	Consolidated Remuneration	Scope of Work
1	Sub-Divisional Supervisor [total 8 posts, 1 post / Sub – Division in Purba Medinipur (4 nos.), Purulia (1 no.) & Birbhum (3 nos.) District]	18 - 37 years	1. Graduate in any Discipline 2. Minimum 2 years experience in Development Sector / SHG movement / Banking Sector in an organization of repute 3. Diploma / Certificate in Computer Application	Rs.16,000.00 (Rupees Sixteen Thousand Only) 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 Supervisors (SHG & SE Dept.) and other Block level Officials and Gram Panchayats. 5. Report Preparation & submission to District SHG & SE Officer as well as Head Office of WBSCL 6. Any other work assigned by the authority

Note:

1. 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.
2. 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 of the concerned Districts within 4 PM on 24/03/2020, failing which your application will be treated as cancelled.
3. The place of posting shall be in Sub – Divisional Muktidhara Project offices of Purba Medinipur, Purulia and Birbhum Districts. Detailed address given in Annexure – I.
4. The Management will, however, have the discretion to transfer the officials in any place in West Bengal.
5. Selection of candidates will comprise of Written Test & Computer Test followed by Personality Test.
6. "Application for the post of Sub – Divisional Supervisor of Muktidhara Project" should be mentioned clearly on the top of the envelop, otherwise the application will be treated as cancelled.

Sd/-
Managing Director

District wise address for submission of Application forms:

1. The District Self Help Group & Self Employment Officer, Purulia,
Office of District Magistrate & District Collector
P.O. - Purulia, District - Purulia
PIN - 723 101

2. The District Self Help Group & Self Employment Officer, Purba Medinipur
Office of District Magistrate & District Collector, Purba Medinipur
Tamluk, District – Purba Medinipur
PIN – 721 636

3. The District Self Help Group & Self Employment Officer, Birbhum,
Office of District Magistrate & District Collector, Birbhum,
Suri, District - Birbhum
PIN - 731 101

Application Format

Affix your self
attested passport
photograph here

To
The District SHG & SE Officer, District
SHG & SE Section,
Office of the District Magistrate, District,
PIN

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 (in block letters) :
2. Father's Name :
3. Present Address :

4. Permanent Address :

5. Phone Number :
6. Date of birth :
7. Age (as on 01/01/2020) :
8. Whether belongs to SC/ST/OBC. :
9. 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 the particulars given above are true to the best of my knowledge and belief.

Signature of the Applicant