



Government of West Bengal
Office of the Sub-Divisional Officer
Jhargram : 721507

☎ - 03221-255026

✉ - jhargramsdo@gmail.com

Employment Notice No: 19/C

Dated: 11.01.2023

Recruitment for the post of "Block Programme COORDINATOR (ASHA)" in Jhargram Sub-Division.

Date of Issue : 11/01/2023

Period of Time for submission of application: 13/01/2023 to 31/01/2023 up to 4.00 pm (except holidays)

Applications are invited from eligible UR candidates for appointment as "Block Programme Coordinator (ASHA)" for three posts under Jhargram Sub-Division. Block Programme Coordinator (ASHA) will be contractually engaged for a period of one year (renewable, based on budgetary sanction and performance). The Monthly salary of Block Programme Coordinator (ASHA) will be Rs. 15,000.00 (Rupees fifteen thousand) only. In addition, he / she will be entitled to a monthly mobility support of Rs.1800.00 (one thousand and eight hundred) only.

Vacancy List

Sl. No.	Name of Block	No. of Block Programme Coordinator (ASHA) to be engaged
1	Gopiballavpur-I	01 (UR)
2	Jhargram	01 (UR)
3	Nayagram	01 (UR)
Total		03 (UR)

Eligibility:

1. Master's degree in- Social Science / Sociology / Social Anthropology / Social Work (MSW) / Business Administration (MBA) / Economics / Rural Development / Mass Communication.

OR

- Graduate degree in any discipline with minimum 2 years' experience in health projects.
2. Preference will be given to candidates having working experience in ASHA programme.
3. Knowledge in MS Office & Internet.
4. Ability to communicate effectively.
5. Ability to work hard
6. Willing to travel extensively
7. Should be a resident of Jhargram Sub-Division.

Age limit :

Age should not exceed 40 years as on 01.01.2023. Upper age relaxation will be 5 years for SC/ST and 3 years for O.B.C.

Mode of application:

1. Candidates should submit applications as per the format annexed as "Annexure- A" to this notification.
2. The application should be on good quality A4 size papers using one side only.
3. Candidates should ensure that the application is made on a single sheet conforming to the above Specification. The candidate can also download the application format from the website www.jhargram.gov.in/www.wbhealth.gov.in. Candidates using printed application form obtained from any other source should ensure that it conforms to the prescribed format as they may be scanned by machine.
4. Candidates should fill up the application form in his / her own handwriting in English with blue or black ball point pen only. Smudged application may be rejected.
5. Candidates should send their applications sufficiently in advance to reach the office of Sub-Divisional Officer, Jhargram on or before the closing date and time i.e. 31.01.2023 at 4:00 pm Sub-Divisional Level Selection Committee of Block Programme Coordinator (ASHA) will not be responsible for any postal delay Or wrong delivery of applications.

To whom to apply:

- 1) The application should be submitted in the drop box at SDO office, Jhargram (kept for this purpose) or Sent through Speed Post so as to reach the below mentioned address on or before the closing date and Time (31/01/2023 & 4:00P.M.).
- 2) The filled in application along with the required documents should be addressed:

To,
The Sub-Divisional Officer & Member Secretary,
Jhargram Sub Division
AT- Jhargram,
P.O. - Jhargram
Dist. - Jhargram,
Pin- 721507

- 3) On the envelope containing the application, it should be clearly written APPLICATION FOR THE POST OF "Block Programme Coordinator (ASHA)".

Only one application:

Each candidate should send only one application. For Candidates submitting multiple applications, only the first Application (as received) will be considered.

Mode of selection:

- Candidates who fulfill the eligibility criteria will be called for a written test after proper Verification, screening of all applications.
- A separate call letter indicating date, time, venue and detail of written test will be sent to all the eligible Candidates.
- All original certificates will be verified at the time of interview.
- No TA / DA will be given to attend the written test and computer skill test.
- The selection will be strictly based on merit (academic result) and experience in health projects, along with Marks obtained by the candidate in the Written Test and Computer Skill Test.

General Conditions:

1. Candidates, before applying, should carefully read the instructions and ensure that he / she fulfills all Eligibility criteria at the time of submission of application.
2. Mere submission of application and empanelment does not confer any right of appointment to the candidates.
3. Admission of a candidate at all stages of recruitment will be purely provisional, subject to satisfying Prescribed conditions.
4. Sub-Divisional Level Selection Committee of Block Programme Coordinator (ASHA), Jhargram Sub-Division Reserves the right to alter the modus of examinations or conduct, re-interview or cancel part or whole of Any process of recruitment at any stage, if needed.

Enclosures to the applications:


Candidates should enclose photocopies of the relevant certificate as mentioned below. Original certificates should not be enclosed.

1. Self-Attested photocopy of certificate as proof of the Date of Birth. Only Madhyamik / Equivalent Admit Card or Board's Certificate will be accepted.
2. Self-Attested photocopy of Voter's Identity Card/ Ration Card as proof of residence.
3. Self-Attested photocopy of Mark sheet of Madhyamik or its equivalent examination.
4. Self-Attested photocopy of Mark sheet of Higher Secondary or its equivalent examination.
5. Self-Attested photocopy of Mark sheet of Graduation.
6. Self-Attested photocopy of Mark sheet of Master's degree if applicable.
7. Self-Attested photocopy of Computer Certificate.
8. Self-Attested photocopy of Proof of Experience if any.
9. Self-Attested copy of Caste Certificate issued by appropriate authority before the last date of submission of application.
10. 02 (two) recent passport size (3.5 cm. x 3.25cm) colour photographs 01 (one) is to be pasted on the Application form.
11. 02 (two) self-addressed envelopes (9"X4") affixed with Postal Stamp of Rs. 22.00 in each envelop.

Invalid applications:

Applications which suffer from the following deficiencies will be rejected. The list is only illustrative and not Exhaustive.

1. Application received after the closing date & time.
2. Application not in prescribed format or which is incomplete in any manner in non-standard size of paper.
3. Candidate is not in possession of the required education qualification on the date of applying or is overage As on 01-01-2023.
4. Application without the recent photograph affixed.
5. Application without signature or with signatures in capital letters or with different signatures at different places or smudged signature.
6. Copies of required enclosures as mentioned above not enclosed.
7. Applications which are not properly addressed.
8. Applications which are filled in a language other than English.
9. Any other irregularity noticed and considered invalid by the Selection Committee.


Sub-Divisional Officer,
Jhargram
&
Member Secretary,
Sub-Divisional Level Selection Committee of
Block Programme Coordinator (ASHA),
Jhargram Sub-Division

Memo No. 19(5)/C

Date: 11.01.2023

Copy forwarded for kind information to:

- 1) Hon'ble, Chairperson & District Magistrate, Sub-Divisional Block Programme Coordinator (ASHA) & ASHA Selection Committee, Jhargram
- 2-5) _____, Member, Sub-Divisional Block Programme Coordinator (ASHA) & ASHA Selection Committee, Jhargram



Sub-Divisional Officer,
Jhargram
&
Member Secretary,
Sub-Divisional Level ASHA &
Block Programme Coordinator (ASHA) Selection
Committee, Jhargram Sub-Division

Memo No. 19(5)/1(30)/C

Date : 11.01.2023

Copy forwarded for kind information and wide publication to:

- 1) The Additional District Magistrate(Gen), Jhargram
- 2) The Chief Medical Officer of Health, Jhargram
- 3) The DICO, Jhargram- with requested to upload the notification in the District Web-site.
- 4-12) the Block Development Officers, All Blocks.
- 13) The ACMOH, Jhargram
- 14-21) The BMOHs, All Blocks
- 22-29) The CDPO, All Blocks.
- 30) CA to the Sub-Divisional Officer, Jhargram



Sub-Divisional Officer,
Jhargram
&
Member Secretary,
Sub-Divisional Level Selection Committee of
Block Programme Coordinator (ASHA),
Jhargram Sub-Division

