



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
KURSEONG

Memo No. 06 / SDO/KSG/C

Dated- 10.01.2024

**NOTICE FOR ENGAGEMENT OF ASHA**

In pursuance of the Order vide Memo No. HFW-27011/216/2018-NHM SEC-Dept. of H&FW/Pt. (1)/679, dated. 20.02.2023 and vide No. 121-Secy (HFW)/2023, dated 25.04.2023 of Principal Secretary, H&FW Dept. Government of West Bengal read with Memo No. HFW/NRHM-652/12/1162, dated 19.03.2018 of the Health & Family Welfare Department, Government of West Bengal, applications are hereby invited in the prescribed format given herein as **Annexure - B** from the Candidates having Indian Citizenship for engagement of purely temporary post of Accredited Social Health Activist (ASHA) under NHM against vacant posts in different villages/locality comprised under different Blocks of Kurseong Sub- Division mentioned in the **Annexure- A**. Remuneration will be paid to the selected ASHA at the rate as notified by government from time to time.

Date of submission of application from **10.01.2024 to 30.01.2024 (Time 11 AM to 05 PM) on all working days between these dates.**

Last date of submission of Application Form: **30.01.2024 till 05:00 PM**

Venue of submission of application Form- Respective office of the Block Development Officer under whose jurisdiction the ASHA post has been sanctioned.

**Eligibility:**

1. The applicant should be married/divorced or widowed woman.
2. The applicant should be a resident of the same village for which she will be selected.
3. The age of the applicant should be within the age group of **30 to 40 years (as on 10.01.2024)**. In case of SC/ST candidates, the lower age limit may be relaxed to **22 years (as on 10.01.2024)**. There is no relaxation of age/reservation of post for candidates belong to OBC/ General category.
4. The minimum qualification should be Madhyamik appeared or equivalent examination of recognized board. Candidates who are Madhyamik passed or possessing higher qualification are also eligible. However, in case of candidates possessing higher qualification, only marks obtained in Madhyamik or equivalent examination will be considered.

**Mode of Application:**

1. Application is to be filled up in prescribed format given herein under **Annexure - B** and to be submitted to the respective BDO office on and from **10.01.2024 to 30.01.2024 (from 11.00 am to 5.00 pm)** on working days.
2. Applications received after last date of submission will not be entertained.
3. Completed application must be submitted with two passport size coloured identical photograph- one of which shall be pasted in the space provided in the Application Form in **Annexure - B** & other is to be submitted with the Application Form.
4. The passport size photograph affixed on the application must be **self attested** by the candidate in such a way that some portion of the signature of the candidate shall lie on the application form and rest portion of signature shall remain on the photo.
5. All the requisite documents as prescribed must be attached with the application form and application along with all the documents should be submitted to the respective BDO office **by hand** on or before the closing date and time.
6. One self addressed envelope (23cm X 10 cm) affixed with postage stamp of Rs. 5/- (rupees five) only must be attached with the filled in application.
7. Should any of the statement made in the application by any candidate be subsequently found to be false during subsequent stages, her candidature will be liable for cancellation, her engagement will be liable to be terminated even if she is selected. Willful suppression of any material facts will also be similarly dealt with.
8. Candidates should take particular note that all entries in their application will be treated as final & no further alteration in this regard will be entertained after submission of the application.

The envelope covering the application shall be addressed as below-

1. ASHA Code No.	_____
2. Name of the Candidate	_____
3. Contact No.	_____
4. Postal Address of the Applicant with PIN	_____ _____ _____

9. The applicant must be submitted in the prescribed format as mentioned in **Annexure –B** in this notification.
10. Defective application will be rejected. No candidate shall submit more than one application. More than one application, if submitted by the same applicant, will not be entertained and remaining application(s) will be cancelled.
11. Incomplete application shall summarily be rejected without any notice to the candidate or else.
12. The envelope containing the application form should be superscribed and underlined with "Application ***in response to Advertisement No. 01/ASHA/2024/SDO (C), dated 10.01.2024.***"
13. Closing date for receipt of application is **05.00 pm on 30.01.2024.**

**14. Application form in Annexure-B is available in the District Website- <https://darjeeling.gov.in> which may be obtained through downloading or may be obtained from respective BDOs Office.**

**Documents to be submitted:**

**Self-Attested Photocopies of Documents to be submitted with the application form and Originals to be shown mandatorily by the applicant during the time of Interview.**

1. The proof of permanent residence – (Voter Identity Card / Ration Card)
2. Mark Sheet of Madhyamik or Equivalent Examination of recognized board as applicable. Mark Sheet is to be provided by the candidate even in case of failure in the examination.
3. Admit Card of Madhyamik or Equivalent Examination of recognized board / Birth Certificate as proof of age.
4. SC/ ST Certificate is required to be submitted in support of claim for relaxation of age.
5. Copy of higher educational qualification(s) above class 10 standard may be submitted.
6. Candidates who are members of Self Help Group (Grade-I or Grade-II) may submit the certificates issued by respective Block Development Officer.
7. Candidates who are trained Dais /Link workers under BPHC may submit the certificate issued by the BMOH of respective Block.
8. Documents for proof of Marriage/ Divorce/ Widow, if available may be submitted along with the application.
9. The original documents (except mentioned in Point 6 & 7) need not to be submitted. The self attested copy of the certificates will be checked/ verified during the interview. Hence the qualified / short listed applicants will be asked to bring the original documents during interview or consequently for verification.

**Mode of Selection:**

1. The selection would be based on marks obtained by the candidates in the Madhyamik or equivalent examination of recognized board (90% weightage) and score in interview (10% weightage).
2. The applicant shall not possess adverse criminal record which renders her unsuitable for the post.
3. Areas where the majority of the population belongs to SC/ST, preference will be given to candidates from that category, keeping the selection criteria fixed.
4. Preference would be given to Grade I and II SHG Members/ Trained Dais / Link workers keeping the selection criteria fixed.
5. The candidature of a candidate will be rejected if she does not appear in interview (when called for) even if she is otherwise eligible and secures the highest marks.

**General Conditions:**

1. Read all the instructions carefully mentioned above before applying. Fill the Application Form with due care.
2. Help Desk has been set up at respective Block Offices and BPHC for assistance and further query.
3. Submission of the application does not guarantee an appointment.
4. In case of any misrepresentation of facts and documents, the applicant shall be disqualified at any time and at any stage during the process of selection. Appropriate legal action may be taken against the candidate.
5. The Sub- Divisional Level ASHA Selection Committee reserves the right to alter the mode of examinations or to conduct re-interview or to cancel part or whole of any process of recruitment at any stage, if required.

**Sub- Divisional Officer  
Kurseong  
&  
Member Secretary  
ASHA Selection Committee  
Kurseong**

**Memo No. 06/1(14) / SDO/KSG/C**

**Dated: 10.01.2024**

**Copy forwarded for information, necessary action and with a request to cause wide circulation to:**

1. The District Magistrate and Chairman of ASHA Selection Committee, Darjeeling.
2. The CMOH, Darjeeling.
3. The ACMOH, Darjeeling.
4. The Dy. CMOH- III, Darjeeling.
5. The DPHNO, Darjeeling.
6. The D.P.O., ICDS, Darjeeling with a request to brief the CDPOs under his jurisdiction to display same in their office and all the AWCs under their jurisdiction and to send a certificate to that effect to the undersigned within two days of receiving this notice.
7. The Block Development Officer, Kurseong with a request to brief the Gram Panchayat staff accordingly, to advertise the above Notice in Block & Gram Panchayat Office, to set up a Help Desk for ASHA at the Block Office, to receive applications of ASHA with proper receipt, to maintain a register for applications, etc. and to send a certificate to that effect to the undersigned within two days of receiving this notice.
8. The BMOH, Sukna with a request to brief the BPHC/ PHC Health Sub- Centre staff accordingly and to display same in all BPHC/ PHC/ Health Sub- Centre within his jurisdiction and to send a certificate to that effect to the undersigned within two days of receiving this notice.
9. The DIO, NIC, Darjeeling with a request to upload this notice in district website of Darjeeling immediately.
10. The District Programme Coordinator- ASHA, GTA, Darjeeling.
11. The CA to the ADM (Gen.), Darjeeling.
12. The CA to the ADM (Dev.), Darjeeling.
13. The CA to the ADM (LR), Darjeeling.
14. Office Copy.

**Sub- Divisional Officer  
Kurseong  
&  
Member Secretary  
ASHA Selection Committee  
Kurseong**

## APPLICATION FOR THE TEMPORARY POST OF ASHA

Advertisement Notice No. 01/ASHA/2024/SDO/KSG/C dated 10.01.2024

Name of the Block Applied for: \_\_\_\_\_

To The Sub- Divisional Officer Kurscong	Paste here self attested recent passport size colour photograph
(space for the office Use)	
Roll No.	

- Name (नाम):
  - Father Name (पिताको नाम):
  - Husband Name (पतिको नाम):
  - Permanent Address (स्थायी ठेगाना) (Voter ID i.e. EPIC / Ration Card) (स्थायी ठेगानाको निम्ति मतदाता आईडी कार्ड अर्थात् EPIC / रासन कार्ड दिनु अनिवार्य छ)
- Gram (ग्राम): \_\_\_\_\_ Post Office (हुलाक): \_\_\_\_\_
- Panchayat (पञ्चायत): \_\_\_\_\_ Block (खण्ड): \_\_\_\_\_
- Zilla (जिल्ला): \_\_\_\_\_ Pin Code (पिन कोड): \_\_\_\_\_
- Date of Birth (जन्म तिथी):.....
  - Age (उमेर):..... Year (वर्ष)..... Month (महिना) (as on 10.01.2024)
  - Name of the Sub- Center applied for with ASHA Code :  
(आवेदनको लागी उपकेन्द्रको नाम सहित आशा कोड, संलग्न गरीदिनु):
  - Marital Status (Put a Tick Mark): Married (विवाहित) ( ) Divorced (पारापाचुके) ( ) Widowed (विधवा) ( )  
(वैवाहिक स्थिति)
  - Caste Status (Put a Tick Mark): SC (अनुसूचित जाति) ( ) ST (अनुसूचित जनजाति) ( ) General (साधारण) ( )  
(जातिको दर्जा)
  - Contact No. (सम्पर्क मोबाईल न०): 01..... / 02.....
  - Educational qualification (Mention highest educational qualification and attach documents in support of claim). Description of marks obtained in the Madhyamik/ Recognized Equivalent Examination and above. Marks obtained in optional papers shall not be counted. Only marks obtained in compulsory papers shall be taken into consideration.

Name of the Examination	Name of the Board/Council/ University	Year of appearing/ passing in the concerned examination	Total Marks in Examination	Total Marks obtained (excluding additional marks)	% of Marks obtained (excluding additional marks)

Photocopy of documents to be submitted (बुझाउनु पर्ने कागजातहरूको फोटोकपी)

1. Proof of Educational Qualification (शिक्षा योग्यताको प्रमाण)
2. Proof of Residence (बासस्थानको प्रमाण) Voter Card, Ration Card (मतदाता आईडी कार्ड, रासन कार्ड)
3. Proof of Age (Valid Birth Certificate/ Madhyamik Pariksha or Equivalent Admit Card) (उमेरको प्रमाण, जन्मदर्ता प्रमाण पत्र / माध्यमिक परीक्षा वा समानको एडमीट कार्ड)
4. Caste Certificate (for SC and ST only) (प्रमाण पत्र, अनुसूचित जाति र अनुसूची जनजातिलाई मात्र)
5. Two Self attested Passport size photograph (One attached with the application) (आफूद्वारा हस्ताक्षर दुईवटापासपोर्ट साइज फोटो, एउटा चाही आवेदन पत्रमा टाँसिदिनु)
6. One self addressed envelope with postage stamp of Rs. 5/- affixed on envelope to be submitted.(एउटा लिफामा आफ्नो बसस्थानको ठेगाना लेखी ५ रुपयाको स्टाम्प टाँसिदिनु)
7. Married/ Divorced/ Widowed proof documents. (विवाहित / पारापाचुके / विधवा प्रमाण पत्र) Married Regist. Certificate, if available.
8. Death certificate of Husband for Widowed Woman/ Certificate of Dissolution of marriage from competent authority for Divorced Women, if available.(विधवा स्त्रीकोलागि स्वर्गबास पतिको मृत्यु प्रमाण पत्र / पारापाचुके स्त्रीकोलागि पारापाचुके प्रमाण पत्र सक्षम अधिकारीबाट, यदि उपलब्ध छ भने।)
9. Certificate issued by the respective Block Development Officer for Grade I & II SHG members or by respective Block Medical Officer of Health for Trained Dais/ Link Workers in original, if applicable. ( ब्लक डेभोलपमेन्ट अफीसरबाट जारी गरको प्रमाण पत्र, दर्जा ०१ र दर्जा ०२ एसएचजी सदस्यहरूको लागि अथवा तालिम डेस / लिक कामदारहरूको लागि। यदि लागू छ भने)

I do hereby certify that above information given by me are true to the best of my knowledge and belief. I do not have any adverse criminal record anywhere which may render me unsuitable for the post. I shall be solely responsible if any aforesaid information is proved incorrect. My candidature shall be liable to be cancelled if I am found to influence the process of selection.

(म यो प्रमाणित गर्छु कि मेरो जानकारी अनुसार मैले दिएको उक्त तथ्यहरू सत्य छन्। मेरो कहीपनि कतैपनि कुनै हानिकारक अपराधिक रेकर्ड छैन। जुन अपराधिक रेकर्डले चाहिँ यो नोकरीको निम्ति अयोग्य ठराउछ। यदि मैले दिईएको तथ्यहरू असत्य प्रमाण भए म स्वयं यसको निम्ति जिम्मेवारी हुनेछु। मेरो उम्मेदवारी रद्द हुनुको दायी पनि हुनेछ यदि यस्तो तथ्यहरू को प्रमाण भेट्टाए।)

Place (स्थान) :

Date (दिनांक):

(Signature of the applicant in full)  
(आवेदक के पूर्ण हस्ताक्षर)

Serial No. in BDO Office Receipt register (सूचीमा क्रम संख्या)..... Date (दिनांक).....  
Candidate(परिक्षार्थी)..... Address (ठेगाना).....

The application is hereby received. (आवेदन प्राप्त)


(Signature of the receiving authority)  
(आवेदन पाउने अधिकारीको हस्ताक्षर)



## Vacancy list of ASHA under BLOCK

### Annexure A

Sl. No.	Name of BLOCK	ASHA Code	Name of GP	Name of Sub-Centre	Name of Village /Hamlets to be covered by ASHA
1	Kurseong	NA	Pandu	Singell	Paanch Gharay
2	Kurseong	NA	St. Mary's-III	Marionbari	Amrit Busty
3	Kurseong	NA	Chimney Deorali	Chimney	Upper Chaitypani,3rd mile
4	Kurseong	NA	Shivakhola	Malutor	Mahaldiram Lapchey Khati
5	Kurseong	NA	Sukna	Simulbari	Puccaline
6	Kurseong	NA	St.Mary's- I	Maharani	Maharani
7	Kurseong	NA	Sittong-III	Sittong	Sittong G.C.P

  
20.01.2024  
Signature of BMOH with Date & Stamp  
Block Medical Officer of Health  
Sukna  
GTA, Darjeeling