



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUB-DIVISIONAL OFFICER,  
MIRIK SUB-DIVISION  
OLD COLLEGE BUILDING, MIRIK  
DIST DARJEELING  
Email- [sdomirik@gmail.com](mailto:sdomirik@gmail.com)

Memo.No.42/ASHA/2024/SDO/MRK/24

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 Mirik block of Mirik 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, Mirik under whose jurisdiction the ASHA post has been sanctioned.

Eligibility:

1. The applicant should be married/divorced or widowed women.
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 recognised 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 BDO Office, Mirik on and from 10.01.2024 to 30.01.2024 (from 11.00 AM to 05:00 PM) on working days.
  2. Applications received after last day 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 BDO office, Mirik **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. Wilful 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. **Mode of Selection**  
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 superscripted 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> in which may be obtained through downloading or may be obtained from BDO Office, Mirik.

**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 Certificates 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 the Block Development Officer, Mirik.
7. Candidates who are trained Dais/Link workers under BPHC may submit the certificate issued by the BMOH of Mirik 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 & 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 Mirik Block Office 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 Mirik  
&  
Member Secretary  
ASHA Selection Committee  
Mirik

Date.:10.01.2024

**Memo No.: 42/1(14) /SDO/MRK/24**

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 CDPO 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, Mirik 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, Mirik with a request to brief the BPHC/PHC Health Sub-Centre staff accordingly and to display same in all BPHC/PHC/Health Su-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  
Mirik  
&  
Member Secretary  
ASHA Selection Committee  
~~Mirik~~