

# JHARGRAM ZILLA PARISHAD

Jhargram-721507

Memo no: 24/MNB/JGS/17

Date 31/10/17

**Contractual Engagement of District Coordinator, Assistant District Coordinator & Data Entry Operator in the District Sanitation Cell for Mission Nirmal Bangla (MNB) Programme under Jhargram Zilla Parishad, Jhargram.**

Applications are invited for the above Posts with full Bio-Data along with attested photo copies of testimonials [Qualifications, Age Proof, residential Proof (Voter card/Ration card) Experience Certificate] on prescribed format & one passport size colored photo for the post applied.

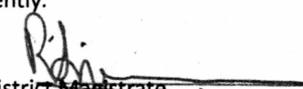
**Last date of submission of application: 20-11-2017 up to 5.00PM.**

**Details are hereunder:-**

Sl. no	Name of the Posts	Number of Post	Qualification & experience	Maximum AGE as on 1.10.2017	Consolidated Remuneration
1.	District Coordinator	1(one)	One year Post Graduate Diploma in Public Health or Post Graduate Degree or Diploma in Rural Development /Social Work with 3 years experience of community organization in any renowned organization.	30-40 years	Rs. 27000/- Per Month
2.	Assistant District Coordinator	1(one)	Diploma in Civil Engineering	25-35 years	Rs. 24000/- Per Month
3.	Data Entry Operator	1(one)	i) Passed the Madhyamik or its equivalent examination from any recognized University or Board or Council and having a minimum typing speed of thirty words per minute in English and twenty words per minute in Bengali. ii) At least three months formal training in using personal computer from any recognized by the State Government or the Central Government or State Council of Technical Education or All India Council of Technical Education. iii) Have a minimum speed of data entry of 6000 key depressions per hour. iv) At least three months experience of online/offline data. Desirable: One year experience of data entry operation in personal computer.	18-37 years	Rs.11990/- Per Month

### Guideline for filling up the posts

1. Name of the post must be Superscripted on the top of the outer side of envelope, otherwise application will be stands cancelled. The decision of the selection committee is the final. Desiring candidates may send their applications in the prescribed format only to the Secretary, Jhargram Zilla Parishad P.O-Jhargram Dist: Jhargram, Pin-721507 within 20-11-2017 with in 5.00PM Positively by Speed post/Registered post. No application will be entertained by hand.
2. Shortlisted candidates will be called for written examination and interview according to their merit score. Local candidates will be preferred.
3. Recruitment will be initially for 1(one) year on contractual basis. Renewal of contract for a further period of one year may be made after thoroughly evaluating their performances. Selected person will have no right to claim for permanent employment as this is purely a temporary assignment and will remain valid up to contractual period.
4. Selected candidates will have to go field visit for continuously monitoring the programme. Selected candidates will be provided TA & DA during field visit.
5. Selected persons have to work during any Govt. holidays if so required urgently.

  
District Magistrate  
Jhargram &  
Executive Officer  
Jhargram Zilla Parishad

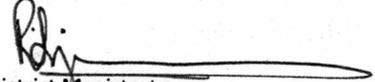
Cont.....

Memo No:

Date:

Copy forwarded for information and wide publicity to the: -

1. Sub Divisional Officer, Jhargram Sub Division.
2. Secretary, Jhargram Zilla Parishad.
3. Executive Officer, (All), Jhargram.
4. District Information and Cultural Officer, Jhargram.
5. Post Master, Head Post Office, Jhargram.
6. DIA, Paschim Medinipur Zilla Parishad with request to upload in the website of Paschim Medinipur Zilla Parishad
7. Office Notice Board.



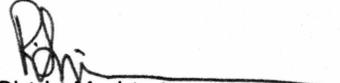
District Magistrate  
Jhargram &  
Executive Officer  
Jhargram Zilla Parishad

Memo No:

Date:

Copy forwarded for information to the: -

1. Sabhadhipati, Jhargram Zilla Parishad.
2. Addl. District Magistrate & Addl. Executive Officer, Jhargram Zilla Parishad.
3. Karmadhaksha (all), Jhargram Zilla Parishad..
4. Savapati, (All) Jhargram.



District Magistrate  
Jhargram &  
Executive Officer  
Jhargram Zilla Parishad

APPLICATION FOR THE POST OF .....

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1. Name of applicant :  
2. Father's name :  
3. Communication Address :  
4. Residential Address :  
5. Contact No.(M) :  
6. Date of birth :  
7. Age as on 1.10.17 :  
8. Sex : Male / Female  
9. Caste :  
10. Educational Qualifications :

Exam passed	University/Council / Board	Year	Total marks of exam	Marks obtained

11. Technical Qualifications:

12. Working experience:

I declare that all the information are mentioned above are true and correct and if any information is being found wrong my candidature is liable for cancellation.

Date:

Signature of the applicant

**Enclosure:** Submit self attested photo copies of i) age proof certificate (Admit card of Madhyamik or Equiv.) ii) Mark sheet of qualifying examinations, iii) Residential proof (Voter card/Ration card) iv) Experience Certificate.