

Government of West Bengal
Office of the District Magistrate, Hooghly
SHG & SE Section

NOTICE

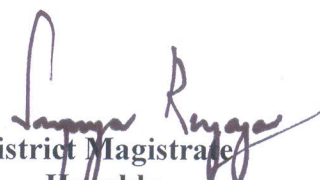
Applications are invited in the prescribed format for the post of Supervisor, Self Help Group and Self Employment in the Blocks and Municipalities from the candidates fulfilling the following criteria.

- 1) Educational Qualification :-** (a) Minimum Bachelor Degree in Honours in any discipline from any recognised University.
(b) Knowledge of Computer in the MS-Word, Excel, Power Point, Accounting Package and reasonable typing speed. Certificate of Computer Education reputed organisation to be submitted.
- 2) Age :-** Upper age limit is 37 years as on 01.01.2012 for General candidates. Relaxed upto 5 years and 3 years for SC/ST and OBC respectively.
- 3) Residence :-** Candidate must be a resident of the District of Hooghly.
- 4) Job Specification :-** The post will be located at Block/Municipalities and their services will be placed with the BDO/SDO concerned who will be their controlling officer. The selected candidates will be responsible for implementation of Self Employment Programmes and execution of work pertaining to Self-Help Groups including assessment of Self Employment opportunities and needs in respect of Block/Municipality he/she is assigned.

<u>No. of Vacant Post</u>	<u>General</u>	<u>S.C</u>	<u>S.T</u>	<u>O.B.C.</u>
23	11	6	2	4

The post are purely contractual in nature with initial appointment for 6 (six) months renewable for further period depending upon the performance of the candidate. The selection will be done on the basis of marks obtained in Higher Secondary and Bachelor Degree (Hons.) examination, proficiency in Computer Application and Viva-Voce. The selected candidates will be appointed by the District Magistrate. The post will carry a consolidated pay of Rs. 9,000/- p.m. + Rs.1,000/- as fixed T.A.

The desiring candidates fulfilling the above criteria should apply in prescribed format (available with the District Website www.hooghly.gov.in) alongwith necessary documents in support of age, educational qualifications, caste, computer proficiency and place of residence to the office of the District Magistrate, Hooghly by 16 /01/ 2012 (Monday) . The applications are to be sent only by registered post and only short listed candidates will be called for interview. Canvassing in any form will be considered as disqualification. The envelop should be superscribed “ **Application for the post of Supervisor, SHG & SE** ”.


District Magistrate
Hooghly