



Government of West Bengal
Office of the District Magistrate & District Program Coordinator
Mahatma Gandhi NREGA, Cooch Behar

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EMPLOYMENT NOTICE for District Quality Monitor (DQM)

Applications are invited from the willing retired Executive / Assistant Engineers for engagement to the post of District Quality Monitor (DQM) providing technical support and quality monitoring of the schemes implemented at field by different PIAs under Mahatma Gandhi NREGA.

- 1. Post vacant:** One DQM will be assigned to each of the 5 Sub Divisions of this District (Total 5 Un-reserved Category) - selected out of the retired Executive Engineers / Assistant Engineers;
- 2. Authority:** The services of DQM will be utilized by the District Magistrate & District Programme Coordinator, as per MGNREGS norms;
- 3. Remuneration:** For each day's field visit on quality monitoring and other assignments, they will be paid expert Fees @3000.00 / day on schedule prepared by the authority and the same Remuneration will be Consolidated in nature covering other incidental charges;
- 4. Days of duty** per month would be approximately 10 to 12 days, as to be scheduled by the authority and intimated in the preceding month to the incumbent;
- 5. Weekend duty:** Days of engagement, as would be required on work load and authority decision, may also extend on Saturday and Sunday in some occasion;
- 6. Leave:** Since days of engagement will be approximately of 10-12 days a month and the DQM may enjoy recess during no work days, there will be no PAID LEAVE sort of entitlement to the DQM. Authority, however, may consult on work assignment Dates with the DQM, if so required, before finalization of the work schedule;
- 7. Report:** Field Visit Reports are to be submitted to the appropriate authority through the District Engineer, Coochbehar Zilla Parishad within 7 (Seven) days from the date of assignment;
- 8. Application:** Retired Executive Engineer / Assistant Engineer with requisite experience are requested to submit Applications in enclosed Format in a closed envelop along with the requisite documents at District MGNREGA Cell, Coochbehar before 21st January 2020;
- 9. Selection:** On receipt of Application, eligible Applicants will be called for verification of documents relating to eligibility – age, educational qualification, experience before retirement, in service Certificate / Award on performance and special initiatives – if any; and for an interaction session, based on which District Quality Monitor will be selected;
- 10. Preference** will be given for Applicants having knowledge in AutoCAD, Internet and Computer basics;
- 11. Total Weightage of 50 Marks** will be distributed as: [i] **10 Marks** on Service span [5 years as EE before superannuation for full Marks and 5 Years as AE for 6 Marks and for lesser span years X 2 for EE and span years X 1 for AE]; [ii] **10 Marks** on Age with 60-61 years for full Marks and above on deduction of 1 Mark for each year beyond 61; [iii] **10 Marks** on Educational Qualification for ME / M Tech in Civil Engg. prior to induction into Service, BE / B Tech Civil Engg. for 8 Marks and 6 Marks for technical Officers promoted from feeder educational qualifications. M Tech / ME / BE / B Tech from other disciplines will be awarded 7.5 Marks; [iv] **10 Marks** on Special attainments divided as 4 Marks for AutoCAD and 2 each for Computer basics, Internet and In Service Awards – if any; [v] **10 Marks** on Physical Fitness;

12. Broad responsibility of DQM :

- (i) Checking of Estimates prepared through SECURE / outside SECURE (for convergence cases);
- (ii) Vetting of Estimates in SECURE / outside SECURE within the vetting limit of the District Engineer;
- (iii) Processing of Estimates by appropriate technical authority beyond District Engineers;
- (iv) Sample monitoring of the schemes in the field, (Rs.3 Lakhs and above in case of Earth Work and Rs. 5 Lakhs and above in the case of Masonry Work including the Construction of Roads);
- (v) Work documentation issues relating to technicalities and 7 Registers / Record etc., as maintained by GPs and other PIAs;
- (vi) Submission of Report to the appropriate authority – as the case may be;
- (vii) Technical Inspection of Schemes on Complaints – if so required;
- (viii) Other technical responsibilities as to be assigned by the appropriate authority;

13. Age: Age of the Applicant should be within 60 to 65 years as on 01.01.2020 with minimum serving span of 1 year in the situation of DQM in MGNREGS (DoB not before 01.01.1956);

14. Last date of submission of Application : 21.01.2020 (Tuesday)

15. Documents Required:

- (i) Proof of Identity;
- (ii) Proof of Address;
- (iii) Proof of Age;
- (iv) Last Posting Order and Last Payment Certificate;
- (v) Document pertaining to special attainment as per Para (9, 10 & 11) above – if any;
- (vi) Physical Fitness Certificate from competent medical authority.

16. Agreement: Selected Candidates will have to institute an Agreement with the DM&DPC, MGNREGS, Coochbehar as per Proforma – to be shared on selection.


District Magistrate & District Program Coordinator
Mahatma Gandhi NREGA, Cooch Behar

Memo No.: MGNREGA/75

Dated: 14/01/2020

Copy forwarded for information & necessary action to the:-

- 1.-5. Sub Divisional Officer, Sadar / Dinahata / Mathabhanga / Mekhliganj / Tufanganj with a request to arrange for publication in the Notice Board of Office;
6. Secretary, Cooch Behar Zilla Parishad with a request to arrange for publication in the Notice Board of Office;
7. Nezarath Deputy Collector, Cooch Behar with a request to arrange for publication in the Notice Board of Office;
- 8.-14. Executive Engineer, PWD(Civil)/ PWD(Electrical)/ PWD(Social Sector)/ PWD(Mechanical)/ PWD (TBC Division)/ Agri Irrigation/ I &WRD;
15. DIO, NIC, with a request to upload this Notice at the District Website.
16. District Engineer, Cooch Behar Zilla Parishad;
17. DICO, Coochbehar with a request to publish the Notice in 3 (Three) widely circulated Newspapers(2 Vernacular & 1 English)
18. CA to District Magistrate;


District Magistrate & District Program Coordinator
Mahatma Gandhi NREGA, Cooch Behar

FORMAT

(Application for the Post of District Quality Monitor, Cooch Behar)

Photo

Name :

Date of Birth :

Entry into Service : **Inducted as:**

Retired on :

Residential Address :

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Phone / Mobile :

Email :

Educational Qualifications :

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Work experience :

No of years	Organisation	Designation	Job responsibilities

Sub-Division Preference: (Mention your preference as 1, 2, 3 and so on. Minimum 3 choices to make)

Name of Sub-Division	Preference
Cooch Behar Sadar	
Dinhata	
Mathabhanga	
Mekhliganj	
Tufanganj	

Nature of Ailment – if any :

Any other information you would like to provide :

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Place:

Date:

Signature of the Applicant