



Govt. of West Bengal
Office of the Block Development Officer
Sitai Development Block

Post Office + Police Station – Sitai , District- Coochbehar , Pin- 736167

Phone & Fax :

e-mail: nregasitai@yahoo.com

EMPLOYMENT NOTICE

Date: 28-06-2017

Applications are invited in prescribed format for recruitment to the post of Gram Rozgar Sevak (G.R.S.) at Adabari Gram Panchayat under Sitai Development Block. The recruitment is purely temporary and contract basis. On appointment the G.R.S. should serve at Adabari Gram Panchayat. However the post is transferable in nature.

DETAILS OF THE POST

Name of the Post	Number of Post	Consolidated Remuneration	Educational Qualification	Job Responsibility
GRAM ROJGAR SEVAK (GRS)	1 (One) at Adabari Gram Panchayat.	Rs. 8720/- (Consolidated), Vide Order No. 3250/1(21) RD/O/NREGA/18M-03/10 Dated- 06-07-2015 & 4645/1(21)- RD/O/NREGA/18M-03/10 Dated- 29-09-2016. After successful completion training enhanced remuneration will be Rs. 9220/- (Consolidated)	1. Passed Higher Secondary Examination in Science stream with at least 55% marks from any Board/ Council. However candidates from West Bengal Council of Higher Secondary Education will be preferred. 2. At least 6 (six) months training on Computer Application from any recognized and reputed Institute.	MGNREGA Related activities.

Important instructions:

1. **Contract period:** The initial period of contract should be 6(Six) months from the date of joining, which may be renewed with satisfaction of the authority.
2. **Eligibility:**
 - i) Educational Qualification: should have passed Higher Secondary or equivalent examination in Science Stream with at least 55% marks in aggregate with both Mathematics and Physics as subject combination from any recognized board.
 - ii) At least 6(Six) months computer training course from any reputed computer training centre.
 - iii) **Residence:** Must be a permanent resident and voter of the Gram Panchayat for which vacancy is open. (However in case no candidate is found eligible from the same Gram Panchayat Area, the applicants from other Gram Panchayat area of Sitai Development Block may be considered. But first preference will be given to the eligible candidate of the Gram Panchayat for which vacncy is open).
 - iv) **Age:** Between 18 to 40 as on 01-01-2017.
3. **Mode of Application:**
 - i) Application may be submitted on of line mode.
 - ii) Application form may be obtained from the MGNREGA Cell of the Office of the undersigned on any working days from 10:30 a.m. to 5:00 p.m., as well as may be downloaded from the website www.coochbehar.gov.in.
 - iii) Filled in Application Forms to be submitted To The Office of the under signed within 12-07-2017 within 5:00 p.m , by Hand or by Post. Envelop should mentioned “**APPLICATION FOR THE POST OF GRAM ROJGAR SEVAK**”.

4. Selection Process:

The selection to the post is completely on the basis of merit. The duly filled in and duly signed application along with self attested photo copies of all testimonials in support of the eligibility, should reach to the Block Development Officer, Sitai Development Block, by hand or by Post within 12-07-2017 up to 5:00 p.m. After careful verification of all original documents the Block Development Officer will prepare a list of eligible candidates according to merit and forward it to the District Magistrate and District Programme Coordinator, MGNREGS for approval. After getting approval, engagement letter will be issued to the selected candidate. Applications not signed or not properly filled in or without enclosures will be rejected on scrutiny and no communication in this regard will be carried out with the applicant.

5. Clauses:

- i) Persons who will be selected in the post mentioned above will required to do extensive field work even at tough weather and odd hours to any part of the Gram Panchayat up to village level in addition to his / Her desk work at the place of posting.
- ii) The incumbent on selection will be required to undergo an agreement on non-judicial stamp paper of requisite denomination for the contract tenure. The tenure is renewable on expiry subject to the performance of incumbent and willingness of both the parties; however both the parties have the right to terminate the agreement premature giving one month prior notice to other party or by giving one month salary in lieu of one month notice.

LAST DATE OF SUBMIT THE APPLICATION IS 12-07-2017, UP TO 5:00 p.m.


**Block Development Officer
&
Programme Officer(MGNREGA)
Sitai Development Block.**

Memo No. MGNREGA/129(13)

Dated: 28/06/2017

Copy forwarded for information to –

1. The District Magistrate & Disrict Programme Coordinator, MGNREGS, Cooch Behar.
2. The Sub-Divisional Officer, Dinhata
3. The District Informatics Officer, Coochbehar with request to upload the advertisement in Official website of Coochbehar District.
4. The District Nodal Officer, MGNREGS Cell , Cooch Behar.
5. The Savapati, Sitai Panchayat Samity.
- 6-10. the Prodhan Gram Panchayat.
11. The Post Master , Sitai Post Office.
12. This Office Notice Board.
13. Guard File.


**Block Development Officer
&
Programme Officer(MGNREGA)
Sitai Development Block.**

APPLICATION FORMAT

(Candidates should fill in the form in CAPITAL LETTER. ALL documents in support of educational qualificaion, age proof and residential status should be attached with the Application form.)

To
The Programme Officer, MGNREGA
&
Block Development Officer
Sitai Development Block

Paste a recent
passport size colour
photograph and sign
across

Sub: Application for the post of Gram Rozgar Sevak.

Sir,

I would like to apply for the post of Gram Rozgar Sevak (G.R.S.) at Adabari Gram Panchayat under your Block. My particulars are given below.

Name :

Father's / Husbands Name :

Sex :

Date of Birth :

Age as on 01-01-2017 : Years Months Days

Religion :

Cast (UR/ SC/ ST/ OBC-A/ OBC-B) :

Nationality :

Voter Id No. (EPIC) :

Aadhar No. :

Email id :

Mobile No :

Permanent Address :

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Address for Communication :

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Details of Educational Qualification:

Sl NO.	Name of the Examination	Name of the Board/University	Year of Passing	Subjects taken	Total Marks	Marks Obtained	%of Marks obtained.

Details of Computer Knowledge:

I do hereby declare that , all the information's furnished above are true to the best of my knowledge and belief. If any of the informations is found wrong at any stage of engagement, my candidature will liable to be cancelled. Copies of all the testimonials are attached herewith.

I have read the contents of the advertisement and agree to abide by the rules and procedures for appoinment to the post applied for.

Date:

Place:

Signature of the Applicant