

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR
MGNREGA, Cooch Behar

Phone/ Fax- 03582-229617

e-mail Id : nrega_cbr@rediffmail.com

Memo No.: NREGA/537

Date: 06/06/2017

**DETAILED ADVERTISEMENT FOR RECRUITMENT TO THE POST OF
PROGRAMME ASSISTANT & COMPUTER ASSISTANT UNDER MGNREGA**

Applications are invited from eligible candidates for recruitment to the following posts in MGNREGA Cell, Cooch Behar on purely contract basis. Last date of submission of applications is 23.06.2017 upto 4 pm.

Name of the post	No of the post vacant in contract basis	Consolidated salary	Required essential qualification & experience	Age limit as on 01.01.2017	Job responsibilities
Programme Assistant	1(one)	11,990/-[vide order no. (19) /RD/O/ MGNREGA/ 18M-03/2012 dt. 22.03.2013 & RD/O/NREGA/18M-03/12 dt. 29.09.2016.]	10+2 pass with 60 % marks in science stream with Physics & Math + 6 months computer certificate course from a recognized institution	Not less than 18 years but not more than 40 years	To assist in MGNREGA related activities
Computer Assistant	1(one)	11,990/-[vide order no. (19) /RD/O/ MGNREGA/ 18M-03/2012 dt. 22.03.2013 RD/O/NREGA/18M-03/12 dt. 29.09.2016.]	10+2 pass having at least 6 months experience on computer knowledge from a recognized institution with 6000 data entry speed per hour.	Not less than 18 years but not more than 40 years	MIS related Activities (MGNREGA)

Important Instructions : -

- A. Candidates must apply in specific format attached. Application form can be downloaded from website or can be typed or neatly handwritten as per format. The sealed envelope containing the application should be super scribed with the words **“Application for the Post of..... under MGNREGA, Cooch Behar”**.
- B. The application must be accompanied with self attested photo copies (as per rules) of all required testimonials, i.e. age proof, residential proof, cast certificate(if any), marks sheet, experience certificate and relevant certificate of qualification etc. and should be sent by ordinary post or by hand to drop box at the following address – **To, District Magistrate & Secretary, Dist. Recruitment committee, MGNREGA, Office of the District Magistrate, Minority Bhawan(1st floor), Sagar Dighi, Cooch Behar-736101.** `
- C. The last date for receiving the complete application 23.06.2017 upto 4 pm. No application will be entertained after last day & time for the receipt of application. This office shall not be held liable for any postal or incidental delay in submission of application.
- D. Candidates applying for more than 1(one) post should send separate applications.
- E. Detail information & format of application is available at **www.coochbehar.gov.in**.

- F. Final eligibility of candidate shall be decided upon written examination, viva-voice & test of computer skill.
- G. If recruited, the candidate may be posted at any block/Sub Division under Cooch Behar District as desired by the DM & DPC, MGNREGA, Cooch Behar.
- H. The candidature of the applicant shall be cancelled at any stage of recruitment if the supportive certificates & information given in application are found false.
- I. District Magistrate & District Programme Co-ordinator, Cooch Behar reserves the right to cancel the recruitment process at any stage without assigning any reason thereof.


District Magistrate,
Cooch Behar

Memo No.: NREGA/537/1(27)

Date: 06/06/2017

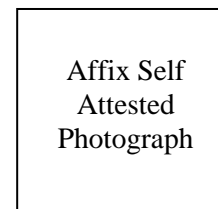
Copy along with copy of post details forwarded for information & wide publicity through office notice board to :

1. The Sabhadhipati, Cooch Behar Zilla Parishad, Cooch Behar.
2. The Superintendent of Police, Cooch Behar
3. The Addl. Executive Officer, Cooch Behar Zilla Parishad, Cooch Behar.
4. The District Land & Land Reform Officer, Cooch Behar.
5. The Project Director, DRDC, Cooch Behar.
- 6-10. Sub Divisional Officer, Sadar/Mathabhanga/Tufanganj/Dinhata/Mekhliganj.
11. The District Programme Officer, SSM, Cooch Behar.
- 12-23. The Block Development Officer , Coochbehar-I/II, Dinhata-I/II, Mathabhanga-I/II, Tufanganj-I/II, Haldibari/ Mekhliganj/ Sitai/ Sitalkuchi
24. The District Information & Cultural Officer, Cooch Behar, Cooch Behar.
25. The District Employment Officer, Cooch Behar.
26. The DIO, NIC, Cooch Behar with request to upload the advertisement and prescribed application format(enclosed) in the district website for wide circulation
27. Spare copy for office Notice Board.


District Magistrate,
Cooch Behar

APPLICATION FORMAT
FOR RECRUITMENT TO THE POST UNDER MGNREGA SECTION, COOCH BEHAR

To
The District Magistrate &
Secretary, Recruitment Committee,
MGNREGA Section, Cooch Behar.



Please consider my application for the post of

1. Applicant's Full Name :
(in block letters)
2. Father's /Husband's Name :
(in block letters)
3. Permanent / Correspondence Address :
Vill PO :
Dist PIN :
Phone no. (with STD code)..... Mobile No
E-mail Id (if any):.....
4. Date of Birth (DD/MM/YYYY) :
5. Age (As on 01.01.2017) :
6. Caste : 7. Nationality :
8. Sex :
9. Educational Qualification :

Essential Qualification	University/Board	Total Marks	Marks obtained	% of Marks
M.P.				
H.S.				

10. Certificate on Computer course:.....
11. Experience, if any(Attach photocopy) :.....

I do hereby declare that all the information furnished in my application are true to best of my knowledge & belief. If any of the particulars supplied is found incorrect at any stage of engagement, my candidature is liable to be cancelled.

I also hereby declare that I have not been convicted by any court in India for any criminal offence & sentenced to imprisonment or not associated with any kind of anti national or anti state activities and not associated with any communal organization.

Full signature of Applicant

Place :

Date :

N.B. : (Self attested photocopies of certificate regarding Age, qualification, computer certificate etc must be attached with the application)