

# Government of West Bengal

Office of the Sub-Divisional Officer  
Medinipur Sadar, Paschim Medinipur

Employment notice No. 1113/Sadar

Date:02.04.2015

## **Recruitment for the post of “Block ASHA Facilitator” in Midnapore Sadar Sub-Division.**

**Date of Issue: 04.04.201**

**Date and time of Closing: 16:00 hours of 20<sup>th</sup> April, 2015.**

Applications are invited from eligible candidates for appointment as Block ASHA Facilitator for Keshpur & Garhbeta-II Dev. Block will be contractually engaged for a period of one year renewable based on budgetary sanction and performance. The Monthly salary of Block ASHA Facilitator will be Rs. 7500.00 (rupees seven thousand and five hundred) only. In addition, he / she will be eligible for a monthly mobility support of Rs. 1500.00 (one thousand and five hundred) only.

### **Block Wise Vacancy List**

Sl. No.	Block	No. of Block ASHA Facilitators to be engaged
1	Keshpur	2
2	Garhbeta-II	2
3	Medinipur Sadar	1
<b>Total-</b>		<b>5</b>

#### **Selection Criteria: -**

1. Master's degree in- Social Science or Sociology or Social Anthropology or Social Work (MSW) or Business Administration (MBA) or Economics or Rural Development or Mass Communication.

**OR**

Graduate degree in any discipline with minimum 2 years' experience in health projects.

2. Preference will be given to candidates having working experience in ASHA programme.
3. Knowledge in MS Office & Internet.
4. Ability to communicate effectively.
5. Should be a resident of Medinipur Sadar Sub-Division.
6. Ability to work hard.
7. Willing to travel extensively.

#### **Age limit:-**

Not more than 40 years as on 1st January, 2015. Relaxation of upper age limit up to 22 years in case of Candidate belonging to SC or ST Category and 3 years for OBC Category.

#### **Mode of application:-**

1. Candidates should submit applications in the format annexed as “Annexure- A” to this notification.
2. The application should be on good quality A4 size bond papers (80GSM) using one side only. News Paper cutting used as an application will be rejected.
3. Candidates should ensure that the application is made on a single sheet conforming to the above specification. The candidate can also download the application format from the website-

[www.paschimmedinipur.gov.in](http://www.paschimmedinipur.gov.in). Candidates using printed application form obtained from any other source should ensure that it conforms to the prescribed format as they may be scanned by machine.

4. Candidates should fill up the application form in his / her own handwriting in English with blue or black ball point pen only. Smudged application may be rejected.
5. Candidates should send their applications sufficiently in advance to reach the office of Sub-Divisional Officer, Medinipur Sadar on or before the closing date and time i.e. 20.04.2015 at 4:00 pm Sub-Divisional Level Selection Committee of Block ASHA Facilitator workers will not be responsible for any postal delay or wrong delivery of applications.

**To whom to apply:-**

1. The application should be sent through **Registered Post with A.D.** so as to reach the above mentioned address on or before the closing date and time (20.04.2015 & 4:00P.M.).
2. The filled in application along with the required documents should be addressed-

**To,  
The office of the Sub-Divisional Officer,  
Medinipur Sadar,  
P.O.- Midnapur,  
Dist.- Paschim Medinipur,  
Pin- 721101**

3. On the envelop containing the application, it should be clearly written **APPLICATION FOR THE POSTS OF “Block ASHA Facilitator”, .....Block.”**

**Only one application:-**

Each candidate should send only one application. Candidates submitting multiple applications will not be considered. Even if a candidate is selected in advancement he / she will not be offered appointment later.

**Mode of selection:-**

Candidates who fulfill the eligibility criteria will be called for a written test after proper verification, screening of all applications.

A separate call letter indicating date, time, venue and detail of written test will be sent to all the eligible candidates.

All original certificates will be verified at the time of interview.

No TA / DA will be given to attend the written test and computer skill test.

The selection will be strictly based on merit (academic result) and experience in health projects, along with marks obtained by the candidate in the Written Test and Computer Skill Test.

**General Conditions:-**

1. Candidates, before applying, should carefully read the instructions and ensure that he / she fulfills all eligibility criteria at the time of submission of application.
2. Mere selection and empanelment does not confer any right of appointment to the candidates.
3. Admission of a candidate at all stages of recruitment will be purely provisional, subject to satisfying prescribed conditions.
4. Sub-Divisional Level Selection Committee of Block ASHA Facilitator, Medinipur Sadar Sub-Division reserves the right to alter the modus of examinations or conduct, re-interview or cancel part or whole of any process of recruitment at any stage, if needed.

**Enclosures to the applications:-**

Candidates should enclose photocopies of the relevant certificate as mentioned below. Original certificates should not be enclosed.

1. Attested photocopy of certificate as proof of the Date of Birth. Only 10<sup>th</sup> class in Admit Card/ Board's Certificate will be accepted.
2. Attested photocopy of Mark sheet of Madhyamik or its equivalent examination.

3. Attested photocopy of Voter's Identity Card/ Ration Card as proof of residence.
4. Attested photocopy of Mark sheet of Higher Secondary or its equivalent examination.
5. Attested photocopy of Mark sheet of Graduation.
6. Attested photocopy of Mark sheet of Master's degree if applicable.
7. Attested photocopy of Computer Certificate.
8. Attested photocopy of Proof of Experience if any.
9. Certificates as proof of S.C. and ST.
5. A recent passport size (3.5 cm. x 3.25cm) colour photograph without cap, borkha or color glass is to be pasted on the application form. The face of the persons should at least cover 75% area of the photo showing ears, head, chin and neck clearly.

**Invalid applications:-**

Applications which suffer from the following deficiencies will be rejected. The list is only illustrative and not exhaustive.

1. Application received after the closing date & time.
2. Application not in prescribed format or which is incomplete in any manner in non standard size of paper.
3. Candidate is not in possession of the required education qualification on the date of applying or is overage as on 01.01.2015.
4. More than one application submitted by the same candidate.
5. Application without the recent photograph not affixed.
6. Application without signature or with signatures in capital letters or with different signatures at different places or smudged signature.
7. Left thumb impression is not affixed or is blurred / smudged.
8. Copies of required enclosures as mentioned above not enclosed.
9. More than one application submitted in one envelope.
10. Applications which are not properly addressed.
11. Applications which are filled in a language other than English.
12. Any other irregularity noticed and considered invalid by the Selection Committee.

**Misconduct:-**

1. Candidates are requested that they should not furnish any particular that are false or suppress any material information while filling the application form.
2. Candidate shall not bring or attempt to bring any political or other influence to further her interest in respect recruitment which will disqualify them.
3. Misconduct on the part of the candidate at any part of the recruitment process is strictly prohibited and shall render disqualification.
4. Indulgence in the above practices will result in the rejection of the candidature at any time.
5. An action as deemed fit including criminal action will be taken by the Sub-Divisional Level Selection Committee of Block ASHA Facilitator against Candidate found guilty of submitting fabricated / forged / tampered certificate, using unfair means during whole recruitment process etc.

**Caution:-**

Beware of Touts and job racketeers trying to deceive you by false promises of securing job as ASHA worker either through influence of by use of unfair or unethical means. Candidates will be selected purely as per merit list. Pleas beware of unscrupulous elements and do not fall in their trap.

Sd/-  
Sub-Divisional Officer,  
Medinipur Sadar  
&  
Member Secretary,  
Sub-Divisional Level Selection Committee of  
Block ASHA Facilitator,  
Medinipur Sadar Sub-Division.

