



**Government of West Bengal  
Office of the Sub-Divisional Officer, Tehatta  
Tehatta, Nadia**

E-Mail : [sdo-tehatta@nadia.gov.in](mailto:sdo-tehatta@nadia.gov.in)

Mob. : 03471-295011

Memo No. : **1775** /TS

Date : **13 / 09 / 2021**

**NOTICE**


Applications in the prescribed format are invited from the eligible candidates to fill up the following BLF post under Tehatta – II Block under the control of the District Magistrate, Nadia, Minority Affairs & Madrasah Education Department.

1. A) Name of the post : Block Level Facilitator (BLF)
- B) No. of vacancy : 01 (One)
- C) Location of vacancy : Tehatta – II Block, Nadia
- D) Age : Not less than 25 years and upper age limit not more than 60 yrs. as on 01/01/2021.
- E) Essential Qualification : i) Bachelor degree from recognized University.  
ii) Certificate / Diploma in Computer Application (at last one year duration)  
iii) Knowledge of Minority Culture, Madrasah and Wakf matters.
- F) Desirable : 02 (two) years' experience of work in Social Sector.
- G) Remuneration : ₹ 10,000/- p.m. plus T.A. / D.A. / other expenses @ ₹ 5,000/- per month (maximum).
- H) Tenure of Service : For the first time, BLF may be engaged for 01 (One) year. After successful completion of one year's service, further extension, if required, may be considered by the District Magistrate, Nadia.

- Preference will be given to candidates permanently residing in the concerned block area.
- **Last date and time of submission of application (hard copy) is 4<sup>th</sup> October, 2021 up to 05:00 p.m.**
- Application in the given proforma typed / printed on thick foolscap size (32cm × 21cm) white durable paper to be dropped at the drop box of Office of the Sub-Divisional Officer, Tehatta during office hours on all working days.
- Application must reach to the office of the undersigned within the closing date i.e. the **4<sup>th</sup> October, 2021**.
- Incomplete application or application received after last date and time shall be summarily rejected.


**N.B. :** Completed application must be submitted with 1) Two copy of recent passport size colour photograph duly signed by the candidate and One pasted on the application, 2) Photo copies of certificates regarding age proof, qualification, computer efficiency, testimonials etc. either self-certified or duly attested by competent authority, 3) Two self-Addressed **stamped** envelope.

- 1) Only eligible candidates will be called for written test, computer test & viva-voice.
- 2) The qualification as stated above must be achieved by the applicant on or before the date of publication of advertisement.

  
Sub-Divisional Officer, Tehatta  
Tehatta, Nadia

Copy forwarded for information and wide publicity to :-

- 1) The Secretary, Minority Affairs & Madrasah Education Department, Government of West Bengal.
- 2) The District Magistrate, Nadia (Minority Affairs Cell), Krishnanagar, Nadia.
- 3) The Superintendent of Police, Krishnanagar Police District, Nadia.
- 4) The Project Director, DRDC, Nadia Zilla Parishad.
- 5) The District Officer Minority Affairs, Nadia.
- 6) The Sub-Divisional Officer, Sadar Sub-Division, Nadia.
- 7) The Sub-Divisional Officer, Kalyani Sub-Division, Nadia.
- 8) The Sub-Divisional Officer, Ranaghat Sub-Division, Nadia.
- 9-26) The Block Development Officer, Tehatta – I / Tehatta – II / Karimpur – I / Karimpur – II / Chakdah / Chapra / Hanskhali / Haringhata / Kaliganj / Kalyani / Krishnaganj / Krishnagar-I / Krishnagar-II / Nabadwip / Nakashipara / Ranaghat-I / Ranaghat-II / Santipur Development Block.
- 27) The District Information and Cultural Officer, Nadia.
- 28) The Sub-Divisional Information and Cultural Officer, Tehatta, Nadia with a request to take necessary action for publication in one, Bengali, English daily newspaper and one Bengali local newspaper for wide publicity. A short Notice is enclosed herewith.
- 29) The District Informatics Officer, N.I.C., Nadia, is requested to upload this notice in District Website of Nadia.
- 30) C.A. to The District Magistrate, Nadia.
- 31) C.A. to The Additional District Magistrate (General), Nadia.
- 32) C.A. to The Additional District Magistrate (Development), Nadia.
- 33) C.A. to The Additional District Magistrate (Land & land Reforms), Nadia.
- 34) C.A. to The Additional Executive Officer, Nadia Zilla Parishad, Nadia.
- 35) Office Notice Board.
- 36) Office Copy.

  
Sub-Divisional Officer, Tehatta  
Tehatta, Nadia



**APPLICATION FORMAT FOR THE POST OF BLF (BLOCK LEVEL FACILITATOR)  
UNDER MA & ME SECTION OF THE TEHATTA – II BLOCK, OF TEHATTA  
SUB-DIVISION, NADIA**

**To**  
**The Sub-Divisional Officer, Tehatta**  
**Tehatta, Nadia**

Paste Recent  
Passport size  
coloured  
photograph  
and sign  
across

Sir / Madam,

I would like to apply for the post of BLF and my particulars are given below:

1.	Name of the candidate in full (in capital letters)						
2.	Father's / Mother's / Husband's Name						
3.	Communication address with PIN Code & Contact No. & Email ID (if)						
4.	Permanent Address with PIN Code						
5.	Date of Birth (proof to be attached)						
6.	Age (as on 01/01/2021)						
7.	Educational qualification : (Self-attested photo copies of Certificate / Mark Sheets etc. to be attached)						
	Sl. No.	Examination Passed	University / Board	Year	Total Marks	Marks Obtained	% of Marks
8.	Qualification on Computer Knowledge : (Self-attested photo copies of Certificates / Mark Sheet etc. to be attached)						
9.	Work Experience : (Self-attested photo copies of Certificates to be attached)						
10.	Remarks (if any) :						

I hereby undertake that the particulars furnished above are true to the best of my knowledge and belief. If any of the particulars supplied is found wrong at any stage of engagement, my candidature will be cancelled forthwith copies of the testimonials are attached, as asked for.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

\_\_\_\_\_  
(Signature of the applicant)