

# Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126 ]

Ph: 2581-2082, 2581-9515, 2581-9514. Fax: 2581-1318. Email: bhat\_09@yahoo.com & bhatparamunicipality@gmail.com

## EMPLOYMENT NOTICE

No:- E-18/DR-1/ 1579

Dated : 12/07/ 2018

Applications are invited from suitable female candidates (married/divorced/widowed) from the respective wards of Bhatpara Municipality for filling up the posts as shown in the table below purely on contractual basis. This engagement shall be for the period upto 31.3.2019 and shall be continued further on the basis of satisfactory performance and on obtaining approval for extension of the HHW Scheme. The candidate be selected from the slum/vulnerable population of the respective ward of Bhatpara Municipality where she will work as HHW.

Sl No.	Name of the Post	Total Vacancy	Contractual Honorarium	Qualification	Age(As on the 1st day of January 2018)	Ward wise Vacancy	
						Ward	No. of Vacancy
1	Honorary Health Workers (HHW)	109	Consolidated honorarium of ₹ 3125/- per month	She must have passed Madhyamik or equivalent examination from any Board recognized by the Government. Preference shall be given to the candidates having motivation /experience of rendering social services	Not less than 25 years and not more than 35 years. In case of SC/ST/OBC-(A/B) candidate, the upper age limit shall be as per Govt. rules	01	02
						02	02
						03	02
						04	02
						06	02
						07	05
						08	10
						09	04
						10	02
						11	04
						12	05
						13	01
						14	05
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						22	01
						23	05
						24	02
						25	04
						26	01
						27	02
						28	02
						29	01
						31	02
						32	01
						33	02
						34	03
						35	07

## How To Apply

1. Intending Candidates will have to apply in the prescribed format, which can be downloaded from the website of Bhatpara Municipality ([www.bhatparamunicipality.in](http://www.bhatparamunicipality.in)) .
2. Application must be dropped directly by the candidates or her representative into the appropriate Drop Box specifically defined for the post situated at the 1<sup>st</sup> floor of the Administrative Building (Room No. 209) addressed to the **Chairman, Bhatpara Municipality, 1/1, West Ghosh Para Road, P.O – Kankinara, Dist – North 24 Parganas, Pin- 743126** superscribing on the envelope “i) Employment Notice No. ii) Name of post applied for” so as to drop on or before the closing date. **This is to be noted in this connection that application(s) through ordinary post or by registered post or by courier service will not be accepted.**
3. NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE OF SUBMISSION OF APPLICATION.
4. Application duly filled up in appropriate manner must be submitted along with the copies of the following documents duly self attested by the Applicant.
  - i) Age proof certificate, ii) S.C/ ST/ OBC-A/OBC-B certificate issued by the competent authority, iii) Mark- sheet and /or certificates for each examination passed.(iv) Proof of residence.
5. Three nos. of self attested recent coloured passport size photograph (4.5 cm X 3.5 cm ) of the candidate must be enclosed with the application (One to be pasted on the application form at appropriate space and two as enclosure along with application in prescribed format).
6. Canvassing in any form will disqualify the candidate.
7. Candidates may obtain the details of the posts, relevant information and application format through the Bhatpara Municipality’s “website: [www.bhatparamunicipality.in](http://www.bhatparamunicipality.in)”, Office Notice Board at Administrative Building, Bhatpara Municipality and Office Notice Board at Shyamnagar Branch Office ,Bhatpara Municipality.
8. **Last date of submission of application:- 26/07/2018 up to 4 P.M**
9. If at any stage, even after appointment, a candidate is found ineligible in terms of the Employment Notice, /her candidature will be cancelled.
10. The Authority reserves the right to cancel any or all applications without assigning any reason whatsoever:
11. The candidates who apply for the post should ensure that they fulfill all the eligibility conditions thereof.
12. Applications incomplete in any form or those not in prescribed format or received after the due date are liable to be rejected summarily.

Ward wise list of finally selected candidates against each ward be prepared on the basis of marks obtained in the Interview/Viva-Voce. Moreover, a list of paneled candidates @ 10% of no. of vacancies or at least one(01) will also be prepared for each such ward.

Bh  
Executive Officer,  
Bhatpara Municipality  
&  
Member Secretary, Municipal Level  
Health & Family Welfare Committee

No:- E-18/DR-1/ 1579(1-4)

Dated : 12/07/ 2018

Copy to:-

1. The Chairman, Bhatpara Municipality,
2. The Vice Chairman, Bhatpara Municipality,
3. Sri/Smt. \_\_\_\_\_, Councillor, Ward No. \_\_\_\_\_, Bhatpara Municipality,  
(All Councillors)
4. The Director, SUDA, ILGUS Bhawan, Salt Lake City,
5. The District Magistrate, North 24-Parganas, Barasat,
6. The Superintendent, BSG Hospital, Jagatdal,
7. The ACMOH, Barrackpore Sub-Division, Barrackpore,
8. The Officer On Special Duty, Bhatpara Municipality,
9. Sri/Smt. \_\_\_\_\_, the Member, Selection Sub-committee  
for Preliminary Selection of HHWs under Bhatpara Municipality,
10. The Head Clerk, Bhatpara Municipality,
11. The In-Charge, Establishment Department, Bhatpara Municipality,
12. The IT coordinator, Bhatpara Municipality, with the direction to publish the Employment Notice  
No. E-18/DR-1/1579 dated 12/07/2018 and Application Format in the official website of  
Bhatpara Municipality immediately,
13. Notice Boards, Bhatpara Municipality Main Office, Kankinara and Branch Office, Shyamnagar,
14. Guard File.

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10. Experience, if any, please specify :

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I do hereby declare that all the information stated in this application form are true. In case any of my information furnished and document attached hereto is found to be not true and if I fail to produce relevant documents in support of the eligibility criteria, my candidature is liable to be cancelled by the appropriate authority at any stage of the Selection / Recruitment process.

Date :

Place :

\_\_\_\_\_  
Full Signature of the Applicant