

ANANDADHARA

West Bengal State Rural Livelihoods Mission (WBSRLM)

(A Society under the Panchayats & Rural Development Department, Govt. of West Bengal)



WBSRLM



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Office of the Project Director & Additional District Mission Director,

Email: pddrdc-cbr@nic.in / pddrdccbr@gmail.com

District Mission Management Unit (DMMU) & District Rural Development Cell (DRDC), CZP, Cooch Behar, West Bengal

No. DRDC/COB/58/I-V

Date: - 20.01.2021

NOTICE

Applications are hereby invited from retired employees of Government/Statutory Body/Parastatals under Government of West Bengal, having adequate knowledge of functioning of Establishment Section of a Govt./Semi-Govt. Office, for temporary engagement of two (2) Resource Person on daily rate under the jurisdiction of the District Mission Management Unit (DMMU), NRLM, Anandadhara, Cooch Behar.

1. Name of the Post :- Resource Person

2. Nos. of Vacancy :- 02 (Two);

3. Roles and Responsibilities: -

- a) Maintenance of files relating to establishment matters including Court Cases.
- b) Procurement of stationery items/stores, preparation of Orders, Circulars and other documents relating to Quotations, Tenders etc.
- c) All matters relating to employees and daily rated workers of D.R.D.C. & DMMU, NRLM, Anandadhara, Cooch Behar.
- d) Maintain the records of hired vehicles and overall vehicle management/ deployment.
- e) Maintenance of Office buildings and assets of DRDC.
- f) Project Asset management.
- g) Work related to conduct all recruitment examination under the guidance of P.D. & Dy.P.Ds.
- h) Communication with all offices/ organisations.
- i) R.T.I.

4. Eligibility Criteria of the Candidates/Applicants :-

- ✓ Applicant must be a retired employee from Government/Parastatals under Government of West Bengal.
- ✓ The candidate must have adequate knowledge of functioning of Establishment Section of a Government/Zilla Parishad/ Parastatals and shall have experience for working in Establishment Section as Upper Division Clerk for a period of at least three (3) years in a Government/Zilla Parishad/ Parastatals.
- ✓ The candidate must have basic knowledge of computer for online and offline work (Computer Skills: MS Word, MS Excel, and use of internet).
- ✓ The candidate must be physically fit and mentally sound.
- ✓ NOC of the Head of Office for appearing in the Interview shall be submitted by the candidate if he/she is already working in any other establishment.

5. **Condition for Engagement :-**

- ✓ Engagement shall be purely on temporary basis, initially for a period of one year and may be renewed thereafter as per the satisfactorily performance of the incumbent.
- ✓ Contract for engagement may be terminated by giving one month notice from either side (Employer/Employee).
- ✓ This is not a permanent engagement and the applicants should keep in mind this would not render any right to claim or any benefit beyond fixed daily rate and shall not confer any right to regular/permanent employment.

6. **Age Limit: - Not more than 64 years as on 01.02.2021.**

7. **Working Areas :-** Anandadhara District Office & Office of the Project Director, District Rural Development Cell, Cooch Behar Zilla Parishad.

8. **Reporting Authority :-** Additional District Mission Director (ADMD), District Mission Management Unit (DMMU) & Project Director (PD), District Rural Development Cell (DRDC), Cooch Behar Zilla Parishad, District- Cooch Behar.

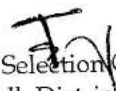
9. **Honorarium: -** Daily basis - Rs. 900/- (Rupees Nine Hundred Only) per day, maximum 20 working days in a month.

10. **Mode of Submission of Application:-** Interested Candidates are requested to submit their applications as per prescribed format (**Annexure-I**) along with 2 (Two) passport size self attested photographs and self attested copies of supporting documents at the office of the Additional Mission Director, District Mission Management Unit (DMMU) & District Rural Development Cell (DRDC), CZP, Post + District - Cooch Behar, West Bengal- 736 101 by **hand/post/e-mail within 29.01.2021 (5.30 P.M.)**. Applications received by this office beyond that period shall not be entertained.

11. **Date & Place for Interview: -** The Candidates, who have submitted applications within due time, are requested to appear in an Walk-In-Interview at the office of the Additional Mission Director, District Mission Management Unit (DMMU) & District Rural Development Cell (DRDC), C.Z.P, Post + District - Cooch Behar, West Bengal- 736 101 on **01.02.2021 within 11.30 P.M.** along with the original (and also one photocopy) documents relating to age proof, experience etc. No Admit card will be issued to the eligible candidates for the interview.
No T.A/D.A will be admissible to the appearing candidates for Interview.

12. **Publication of the List of Eligible Candidates for Interview:-** After scrutiny of the applications and on the basis of the result of the Interview, the list of successful candidates will be published on the Notice Board of the District Mission Management Unit (DMMU) & District Rural Development Cell (DRDC), CZP later. Dates can be changed anytime for unforeseen administrative reasons. Candidates are requested to keep visiting the website www.coochbehar.nic.in.

13. **Agreement: -** Successful candidate shall have to enter into an agreement with DMMU and DRD Cell. Coochbehar Zilla Parishad, Cooch Behar.


Chairperson of Selection Committee and
Project Director & Addl. District Mission Director
DMMU & D.R.D.C, Cooch Behar Z.P.

Note: Contact No. for any query regarding the engagement (from 11.00 A.M. to 4.00 P.M.): 8942961777

No. DRDC/COB/58/1(1)/I-V

Date: - 20.01.2021

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1. The District Informatics Officer, NIC, Cooch Behar- with a request to upload the same in the Official Website.


Chairperson of Selection Committee and
Project Director & Addl. District Mission Director

APPLICATION FORMAT

To,
The Chairperson of Selection Committee &
District Magistrate & District Mission Director,
DMMU & D.R.D.C, CZP, Cooch Behar

Affix recent
passport size
photo duly
signed by the
candidate

Respected Sir,

In response to the notification vide no. _____ Dated _____ of the
Chairperson, Selection Committee for contractual posts under Anandadhara District Office, Cooch Behar, I
Sri/Smt. _____ Son/daughter/wife
of _____ of _____ Village/Town _____
P.S. _____ Dist. _____ hereby apply for the temporary engagement to the post
of **Resource Person** under Anandadhara District Office.

Furnishing my Bio -Data as follows:

Name of Applicant (In CAPITAL Letters) :

Father's/Husband's Name :

Present Address with Contact No :

Permanent Address with Contact No :

Date of Birth & Age as on 01.02.2021 :

Age as on date of advertisement :

Sex (Male / Female) :

Nationality & Mother tongue :

Educational Qualification details :

Exam Passed	Year of Passing	Board/University	Division/Grade	% of Marks

Additional Qualification (if any) :

Experience :

Remarks (if any) :

Declaration :

I Sri/Smt. _____ hereby declare that, (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled.

Date :-

Place :-

Yours faithfully

(Full signature of the applicant)

(Name in Block Letters)

Enclosure:-

- 1.
- 2.
- 3.
- 4.
- 5.