

**OFFICE OF THE
ALIPURDUAR ZILLA PARISHAD**

MAYA TALKIES ROAD, DISTRICT: ALIPURDUAR-736121.
PH NO: 03564-257587, FAX NO: 03564-257587 , email – dphc.apd@gmail.com

Notification No.....06...../CHCMI/G/APDZP

Dt.....03.01.2024

NOTICE

In cancellation of all previous notifications regarding engagement of Support Staff (Office Management) for VBDC – CHCMI section of the Alipurduar Zilla Parishad , fresh applications are hereby invited from eligible candidates for filling up the following post purely on contractual basis in the office of the Alipurduar Zilla Parishad for smooth implementation of CHCMI programme.

Sl. No	Name of the post	No. Of Vacancies & Category	Eligibility Criteria		Monthly Remuneration
			Qualification & Citizenship	Age	
01	Support Staff (Office Management)	01 (Unreserved)	<ul style="list-style-type: none">• Must be citizen of India having permanent residence in West Bengal;• Having Passed Higher Secondary or Equivalent with minimum 45% marks;• Having Knowledge in computer Application is preferable;• Preference will be given to Candidates having experience in any Govt. Or Non Govt. Organisation regarding Public Health Matter.	Age not more than 35 years as on 31/03/2023	Rs. 8000(Rs Eight Thousand Only) p.m Consolidated for the first year and Rs .11000 (Rs. Eleven Thousand)only p.m after successful and satisfactory completion of continuous service of one year

Distribution of Marks & Syllabus is as follows:

Sl No	Subject	Marks Distribution
01	Bengali (Madhyamik Standard)	20
02	English (Madhyamik Standard)	20
03	GK & Current Affairs	20
04	Computer (MS Office)	20
Total Marks of Written Test		80
05	Interview/Viva – voce test	20

The engagement will be made on the basis of a written test (MCQ type) followed by a personality test to be conducted by the Alipurduar Zilla Parishad. Candidates shortlisted on the basis of marks obtained in the written test will only be called for verification of testimonials and personality test. Final merit list will be prepared on the basis of the total marks obtained in the written test and viva – voce test. If at any stage, even after issue of formal engagement letter, a candidate is found ineligible in terms of advertisement, his/her candidature will be cancelled without any further reference to him/her.

The engagement will be for a period of (maximum) one year at a time. The authority may renew the contract after each year. The contract may be terminated from either side after serving a notice for two months.

Last date of submission of application is fixed on 18/01/2024 within 05.00 pm, through registered Post/Speed Post/Courier addressed to the "Additional District Magistrate (P) & Additional Executive Officer, Zilla Parishad, Alipurduar, Maya Talkies Road, Alipurduar, P.O.&Dist.: Alipurduar, PIN – 736121".


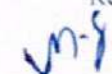
Application may also be dropped by hand in the relevant "Application Box" kept at the following Offices within office hours and last date of application.

Office of the Alipurduar Zilla Parishad, Maya Talkies Road, Alipurduar, P.O.&Dist.: Alipurduar, PIN – 736121.

Application in the prescribed format (as enclosed herewith) and other self- attested documents of Age Proof (Copy of Birth Certificate/Admit Card/Pass Certificate of Madhyamik/equivalent Birth Certificate), Mark sheet of Higher Secondary or equivalent Examination, Educational qualification, Computer Education, if any and experience certificate, if any, should be put in an ENVELOPE superscribed by the word "Application for the post of Support Staff (OM)". One self –Addressed envelope should also be submitted with the application.

Applicant may also visit the website at www.alipurduarzp.org for downloading advertisement notice and application from etc.

Incomplete application will be rejected summarily. Application received after due date and time of submission will not be considered. Declaration of false information / testimonial will invite penal provision as per law.


Additional Executive Officer
Alipurduar Zilla Parishad & Chairman.
Recruitment Committee


Memo No 06/1(9) / CHCMI/G/APDZP

Dt. 03.01. /2024

Copy forwarded for information to:

- 1) The Sabhadhipati , Alipurduar Zilla Parishad.
- 2) The Secretary, Alipurduar Zilla Parishad.
- 3) The Karmadhyaksha, Janaswasthya O Paribesh Sthye Samiti , Alipurduar Zilla Parishad.
- 4) The DIO, Alipurduar, with a request to upload the notification alongwith application format in the official website of the Alipurduar District for wide publicity.
- 5) The DICO, Alipurduar for wide publicity.
- 6) The DIA, Alipurduar Zilla Parishad for uploading in the ZP website.
- 7) CA to the District Magistrate , Alipurduar.
- 8) Office Notice Board.
- 9) Office File.


03.01.2024

Additional Executive Officer
Alipurduar Zilla Parishad & Chairman,
Recruitment Committee

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**Application Format for the Post of Support Staff (OM) on Contract Basis
Under DPHC, Alipurduar Zilla Parishad**

To
The Chairman, Recruitment Committee
&
Additional Executive Officer, Alipurduar Zilla Parishad.

Paste recent passport sized
colour photograph (self-
attested)

- 1) Name of the Applicant(in capital letter) :
- 2) Father's Name :
- 3) Guardian's/Spouse Name (Applicable for female Candidate only) :
- 4) Date of Birth (dd/mm/yyyy) :
(self-attested photocopy to be attached)
- 5) Correspondence Address :
- Police Station :
- PIN Code :
- 6) Permanent Address :
- PIN Code :
- 7) Email id :
- 8) Mobile No. :
- 9) Marks obtained in HS/Equivalent) Exam. (in %) :
(self-attested photocopy to be attached)
- 10) Educational Qualification (Highest qualification) :
(self-attested photocopy to be attached)
- 11) Qualification in Computer Application(if any) :
(self-attested photocopy to be attached)
- 12) Working Experience (if any) :
(self-attested photocopy to be attached)
- 13) Citizenship :
(self-attested photocopy of Voter-card/Passport to be attached)

I do hereby declare that the particulars furnished by me are true to the best of my knowledge and belief. In case of any discrepancy, my candidature is liable to rejection.

Date :

Place :

Full signature of the Candidate