



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
SADAR DARJEELING

Memo No. 34 /BPC- ASHA/ 2024/ SDO (C)

Dated- 10.01.2024

**NOTICE FOR CONTRACTUAL ENGAGEMENT OF BLOCK PROGRAMME COORDINATOR  
(BPC), ASHA**

Applications are hereby invited from eligible candidates for selection to the post of Block Programme Coordinator, ASHA (BPC, ASHA) under Darjeeling Sadar Sub- Division, Darjeeling District in terms of Memo No. HFW/NRHM/272/2010 Pt. I/2087(51), dated 23.06.2022 of Mission Director, NHM & Secretary, H & FW Department, Government of West Bengal.

Total Nos. of Vacancy: 01 (One)

**UNRESERVED**

1

Entry point Remuneration: Rs. 15,000/-per month

Date of submission of application form **10.01.2024 to 30.01.2024**.

Time of submission of application form **11AM to 5 PM** only on all working days.

Place of submission of application form- Office of the Sub- Divisional Officer, Sadar Darjeeling by hand on or before the closing date and time.

**Selection Process:**

**1: Selection Criteria:**

1.1: Master's Degree in Social Science / Sociology / Social Anthropology / Social Work (MSW / Business Administration (MBA) / Economics / Rural Development / Mass Communication.

OR

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

1.2: Preference will be given to candidates having working experience in ASHA programme.

1.3: Knowledge in MS Office & Internet.

1.4: Ability to communicate effectively.

1.5: Ability to work hard.

1.6: Willing to travel extensively.

1.7: The applicant should be a resident of the Darjeeling, Sadar Sub- Division.

1.8: Age should not exceed 40 years as on Date of Advertisement (**10.01.2024**). Upper age relaxation will be 5 years for SC/ST Candidates and 3 years for OBC Candidates.

**2. Documents to be submitted:**

2.1: Self-Attested photocopy of the proof of residence (Voter Identity Card / Ration Card).

2.2: Self-Attested photocopies of Mark Sheet of Higher Secondary or Equivalent, Graduation and Master's Degree as applicable.

2.3: Self-Attested photocopy of age proof of the candidate (Admit Card of Madhyamik or Equivalent Examination/ Birth Certificate).

2.4: Self-Attested photocopy of ST/ SC/ OBC Certificate.

2.5: Three Passport size coloured photograph. (The passport size photograph affixed on the application form **Annexure- A** must be **Self-Attested** by the candidate in such a way that some portion of the signature of the candidate lies on the application form and rest portion of signature remain on the photo).

2.6: One self addressed stamped envelope (23cm X 10cm with stamp of Rs. 5/-).

**Self-Attested Photocopies of Documents to be submitted with the application form and Original to be shown mandatorily by the applicant during the time of Computer Test.**

**3. Selection Process:**

3.1: The selection will be done by the Selection Committee at Sub- Divisional Level formed vide No. HFW/NHM-466/2021/5620, dated 06.10.2023 of Principal Secretary, H & FW Department, NHM, Government of West Bengal.

3.2: The Selection will be based on merit (Academic Result) and experience in health projects, along with a Written Test (50 Marks), Computer Skill Test (25 Marks).

3.3: The applicant should not possess any adverse criminal record which may render him/ her unsuitable for the post.

3.4: The eligible candidates have to produce original required documents during Computer Skill Test.

**Whom and how to Apply:**

1. Application is to be filled up in prescribed format given herein under in **Annexure – A** and to be submitted to the Office of the Sub- Divisional Officer, Sadar Darjeeling in person on and from **10.01.2024 to 30.01.2024** from **11:00 am to 05:00 pm** in all Government working days. **Applicants are to produce all requisite documents during the time of submission of application form.**
2. Applications received after **05:00 PM on 30.01.2024** will not be entertained.
3. Complete application must be submitted with three recent passport size colour identical photos one of which shall be pasted in the space provided in the Application Form **Annexure – A** & other two are to be accompanied with the Application Form.
4. All the requisite documents (Self-attested photocopies) as prescribed must be attached with the application form and to be submitted at the Office of the SDO, Sadar Darjeeling **by hand** on or before the closing date and time.
5. The application form shall be filled in blue/ black ball pen and to be signed by the candidate with full signature.
6. Any of the statement made in the application be subsequently found to be false with the knowledge of the candidate, his/ her candidature will be liable to cancellation, and even if selected to the post, such selection and / or engagement will be liable to be terminated. Willful suppression of any material facts will also be similarly dealt with.
7. Candidates should take particular note that all entries in their application will be treated as final & no further alteration in this regard will be entertained after submission of the application.

The envelope containing the application should be addressed as below:

“APPLICATION FOR THE POST OF BLOCK PROGRAMME COORDINATOR, ASHA”

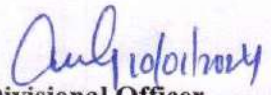
To,

The Member Secretary, BPC, ASHA Selection Committee,  
Office of the Sub- Divisional Officer, Sadar Darjeeling,  
Kutchery Compound, Lebong Cart Road,  
P.O. Darjeeling, P.S. Sadar,  
Dist. Darjeeling, West Bengal,  
Pin Code: 734101

8. Defective applications will be rejected. No candidate shall submit more than one application.
9. The filled in Application Form should be complete in all respect. Incomplete application form shall summarily be rejected without any notice to the candidate or else.
10. **Application form in Annexure – A is available in the District Website- <https://darjeeling.gov.in> which may be obtained through downloading or may be obtained from the SDO Office, Sadar Darjeeling.**

**General Conditions:**

1. Read the instructions carefully mentioned above before applying. Fill the Application Form with due care.
2. Help Desk has been set up at the SDO, Office, Sadar, Darjeeling for assistance and further query.
3. Submission of the application does not guarantee an appointment.
4. In case of any misrepresentation of facts and documents, the applicant shall be disqualified at any time and at any stage during the process of selection. Appropriate legal action may be taken against the candidate.
5. Candidature of physically challenged candidates will not be considered for selection vide No.HFW/NRHM/272/2010/Pt-1/2481, dated: 11.08.2015 of Deptt. Of H&FW, Govt. of West Bengal.
6. The Sub- Divisional Level Selection Committee reserves the right to alter the mode of examinations or to cancel part or whole of any process of recruitment at any stage, if required

  
Sub- Divisional Officer  
Sadar Darjeeling  
&  
Member Secretary  
ASHA Selection Committee  
Darjeeling

Copy forwarded for information to –

1. The District Magistrate and Chairman of Block Programme Coordinator (BPC) ASHA Selection Committee, Darjeeling.
2. The CMOH, Darjeeling.
3. The ACMOH, Darjeeling.
4. The Dy. CMOH- III, Darjeeling
5. The DPHNO, Darjeeling.
6. The D.P.O., ICDS, Darjeeling with a request to brief the CDPOs under his jurisdiction to display same in their office and all the AWCs under their jurisdiction and to send a certificate to that effect to the undersigned within two days of receiving this notice.
- 7-9. The Block Development Officer, Darjeeling- Pulbazar/ Jorebunglow- Sukhiapokhari/ Rangli- Rangliot with a request to brief the Gram Panchayat staff accordingly, to advertise the above Notice in Block & Gram Panchayat Office and to send a certificate to that effect to the undersigned within two days of receiving this notice.
- 10-12. The B.M.O.H., Darjeeling- Pulbazar/ Jorebunglow- Sukhiapokhari/ Rangli- Rangliot with a request to brief the BPHC/ PHC Health Sub- Centre staff accordingly and to display same in all BPHC/ PHC/ Health Sub- Centre within his jurisdiction and to send a certificate to that effect to the undersigned within two days of receiving this notice.
13. The DIO, NIC, Darjeeling with a request to upload this in district website of Darjeeling immediately.
14. The District Programme Coordinator- ASHA, GTA, Darjeeling.
15. The CA to the ADM (Gen.), Darjeeling.
16. The CA to the ADM (Dev.), Darjeeling.
17. The CA to the ADM (Edu.), Darjeeling.
18. The CA to the ADM (LR), Darjeeling.

  
Sub- Divisional Officer  
Sadar Darjeeling  
&  
Member Secretary  
ASHA Selection Committee  
Darjeeling

**APPLICATION FORM FOR THE POST OF BLOCK PROGRAMME COORDINATOR ASHA**Advertisement Notice No. 06/BPC- ASHA/2024/SDO(C) dated: 10.01.2024

Name of the Block Applied for: \_\_\_\_\_

<b>To</b> <b>The Sub- Divisional Officer &amp;</b> <b>Member Secretary</b> <b>ASHA Selection Committee</b> <b>Sadar Darjeeling</b> (space for the office Use)	Paste here Self Attested recent passport size colour photograph
<b>Roll No.</b>	

1. **Name (in BLOCK letter) :** \_\_\_\_\_2. **Father's/ Husband's/ Guardian's Name :** \_\_\_\_\_3. **Gender:** \_\_\_\_\_ (Male/Female/Others)4. **Permanent Address :**

Village/ Ward:

\_\_\_\_\_, Block/

Municipality: \_\_\_\_\_, Post Office: \_\_\_\_\_, Sub- Division: \_\_\_\_\_,

District: \_\_\_\_\_, Pin Code: \_\_\_\_\_

5. **Date of Birth (DD/MM/YYYY) :** \_\_\_\_\_6. **Age :** \_\_\_\_\_ Years \_\_\_\_\_ Months (as on 10.01.2024)7. **Caste ( SC/ ST/ OBC/ General):** \_\_\_\_\_ 8. **Nationality :** \_\_\_\_\_9. **Mobile Number : 1)** \_\_\_\_\_ / 2) \_\_\_\_\_10. **Email ID :** \_\_\_\_\_ (if any)11. **Educational Qualifications:**

Description of marks obtained in the Madhyamik/ Recognized Equivalent Examination and above.

Name of Examination/ Diploma/ Degree/ Course	Year of Passing	Name of University/ Board/ Institute	Full Marks	Marks Obtained	% of Marks Obtained

## 12. Details of Experience in health Projects :

Organization	Govt./ Private/ NGOs	Period		Total Experience
		From (date)	To (date)	

Photocopy of documents to be submitted:

1. Proof of Educational Qualification (in support of point no.11 above)
2. Proof of Residence Voter Card/ Ration Card.
3. Proof of Age (Valid Birth Certificate/ Admit Card of Madhyamik or Equivalent Exam.)
4. Case Certificate (if applicable)
5. Three Self attested recent Passport size photograph (One attached with the application)
6. One Self addressed envelope with postage stamp of Rs. 5/- affixed on envelope to be submitted
7. Certificate issued by the Competent Authority or by respective Block Medical Officer of Health in support of experience in Health Projects Declaration:

I do hereby certify that above information given by me are true to the best of my knowledge and belief. I do not have any adverse criminal records anywhere which may render me unsuitable for the post. I shall be solely responsible if any aforesaid information is proved incorrect. My candidature shall be liable to be cancelled if I am found to influence the process of selection.

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

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

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

.....  
Serial No. in SDO Office Receipt register.....Date of receiving application.....  
Name of the Applicant.....Address.....  
.....

The application is hereby received.

\_\_\_\_\_  
(Full signature of the receiving authority)