

**OFFICE OF THE EXECUTIVE OFFICER, HOWRAH ZILLA PARISHAD  
6, RISHI BANKIM ROAD, HOWRAH - 711101**

Employment Notice No. : 782/HDP

Date : 15.12.2023

**RECRUITMENT OF DEPUTY SECRETARY ON PROMOTION AT DIFFERENT PANCHAYAT SAMITIS UNDER  
HOWRAH DISTRICT**

Applications are invited in the prescribed format from the eligible candidates i.e. from the Executive Assistants posted at different Gram Panchayat under Howrah District for recruitment of Deputy Secretary on promotion. The willing candidates shall be required to apply directly to the Executive Officer, Howrah Zilla Parishad (DP&RDO Section) on or before the closing date 05.01.2024, up to 5:00 p.m. Applications will have to be dropped in the drop-box kept in the office of the DP&RDO, Howrah at 2<sup>nd</sup> Floor of New Collectorate Building on office days before last date and time. A candidate must go through the instruction thoroughly and carefully before submitting application. Any omission / suppression of information shall lead to rejection of application or candidature at any stage of the process without any further information.

Selection will be made on the basis of merit-cum-seniority through an open competitive examination to be conducted by the District Level Selection Committee, Howrah District.

The tentative date of written examination for the purpose is 20.01.2024.

Name of the Post	Eligibility Criteria	Vacancies	Scale of Pay	Syllabus for Written Examination
Deputy Secretary	1. The posts shall be filled up by promotion from amongst the serving confirmed Executive Assistants of Gram Panchayat within the District. 2. Provided that the promotion to the post shall be made on basis of merit-cum-seniority.	Total - 08 UR - 06 SC - 02	PB-3(Rs.7100/- - 37600/-) Grade Pay Rs. 3600/-Level - 9 (28900/- 74500/-)	Govt. order relating to different schemes including NREGA, Chapter - VIII, IX, X XI & XIV of Panchayat Act, 1973 Total marks - 50 Qualifying Marks - 15

  
Executive Officer, Howrah Zilla parishad  
&  
Chairman  
District Level Selection Committee, Howrah

Memo No. : 782/1(19)/HDP

Date : 15.12.2023

Copy forwarded for information to :

1. Additional Executive Magistrate, Howrah Zilla Parishad
- 2-3. The Sub-Divisional Officer, Sadar / Uluberia, Howrah.
4. The District Panchayat & Rural Development Officer, Howrah
- 5-18. The Block Development Officer & Executive Officer (All), \_\_\_\_\_ Development Block & Panchayat Samiti with a request to publish in the Block, Panchayat Samiti & Gram Panchayat Offices and submit a compliance.
19. The DIO, NIC, Howrah with a request to upload the notice in the website of Howrah Zilla Parishad.

  
Executive Officer, Howrah Zilla parishad  
&  
Chairman  
District Level Selection Committee, Howrah

The Executive Officer,  
Howrah Zilla Parishad &  
Chairman, District Level Selection Committee,  
6, Rishi Bankim Road, Howrah - 711101  
Howrah.

Affix recent  
Passport Size  
Photograph

**APPLICATION FOR PROMOTION TO THE POST OF DEPUTY SECRETARY FROM THE POST OF EXECUTIVE ASSISTANT OF  
GRAM PANCHAYATS**

1. Name of the applicant (In Block Letter): \_\_\_\_\_
2. Father's / Husband's Name : \_\_\_\_\_
3. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_
4. Address for Communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_
5. Educational Qualification : \_\_\_\_\_
6. Date of Birth (DD/MM/YY) : 

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7. Date of Joining in the present post : \_\_\_\_\_
8. Whether belongs to : GENERAL / SC / ST / OBC - A / OBC - B
9. Whether declared Permanent & Confirmed  
If so, the date of confirmation & order number  
should be mentioned. : \_\_\_\_\_
10. Mobile No. (if any) : \_\_\_\_\_
11. E-mail ID : \_\_\_\_\_

N.B. : Two copies of signed passport size photograph is to be enclosed.

I, \_\_\_\_\_ solemnly declare that -

- a) All statements made in this application are true, complete and correct ;
- b) I agree to take the examination on the condition that if at any stage, I am found ineligible for admission to the examination, my candidature will be treated as cancelled.

Yours faithfully,

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

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

(Full signature of the candidate)

Certified that the facts provided at Sl. No. 6, 7, 8 & 9 above have been verified with the Service Book and found correct. The incumbent has submitted Assets Statement for the last 3 years. His / her OPR has duly been received for the last 3 years and no vigilance case / disciplinary proceeding is pending against his / her name.

\_\_\_\_\_  
Executive Officer

\_\_\_\_\_  
Panchayat Samiti