

OFFICE OF THE BOARD OF COUNCILLORS NAIHATI MUNICIPALITY

1, Rishi Bankim Chandra Road, Naihati, North 24 PGs, Pin-743165

Momo No. 2959/men

Date 27/01/2018

NOTICE FOR EMPLOYMENT

Applications from the eligible Indian Female citizen (Married/Divorced/Widowed) residing within Naihati Municipal area in the following prescribed format are invited for filling up in the Post of **Honorary Health Worker(HHW)** in the office of Naihati Municipality. The appointment will be made on a purely temporary basis with a consolidated pay of **Rs.3125/-** per month. The engagement shall be up to 31st March, 2019 and shall be continued on the basis of satisfactory performance and on obtaining approval for extension of the Health Programmes i.e. UPHCS/HHW Scheme.

Name of the Post : Honorary Health Worker(HHW)

Total Number of Vacancy : 8

The Eligibility Criteria

- The candidate shall be able to read and write Bengali or Hindi etc. Preference shall be given to them who have passed Class-X (Madhyamik) from a school recognized by the Government and possessing good health.
- The minimum age limit is 25 and the maximum age limit is 35. Relaxation of minimum age limit for SC/ST Category, OBC(A/B) Category will be as per existing Govt. Rules.
- The age will be calculated as on 01/07/ 2018
- Female should be married/divorced/widowed and the residence of Naihati Municipality.
- Minimum Qualification : Madhyamik pass or equivalent exam passed.
- Preference will be given to the person having experience of rendering social services.
- The Caste Certificates should be issued by the competent authority of Govt. of West Bengal

Documents to be submitted / shown mandatorily by the applicant.

- Proof of age (Birth Certificate /Madhyamik Admit Card)
- Proof of residence (Aadhaar Card/Voter ID Card/Ration Card)
- Proof of marriage (Marriage Certificate/Husband's Voter ID Card)
- Proof of Widowed/Divorced
- The Proof of SC/ST/OBC-A/OBC-B in case of SC/ST/OBC-A/OBC-B candidates

How to apply

- Download the application format from the website: www.naihatimunicipality.org and apply in prescribed format in A4 size paper affixing self-attested one recent colour passport-size photograph on the application form. Candidate must furnish self-attested photocopies of all testimonials, voter identity card and certificates(including age proof) along with application format. A self-addressed envelope with requisite postage stamp needed for Speed post Registered post(affix on the top of the envelope) and one recent colour passport size photograph. in addition are to be submitted by the candidates along with applications. Applications must (x submitted in the sealed envelope super scribing the Name of the Candidate. Ward No. in which candidate resides & Post, otherwise candidature will be rejected.

2. The candidate may drop application into the box which will be available in the office premises between 11:00 a.m. to 4:30 p.m. on all working days excepting Saturday and between 11:00 a.m. to 1:00 p.m. on Saturday or by post addressed to the Chairman.
3. Online submission of application in the mailing address of the Municipality will not be entertained.
4. Municipal authority preserve the right to cancel any application for incomplete information or non-fulfillment of eligibility criteria without any intimation to the candidate concern. Caste Certificate issued only by the Government of West Bengal will be considered. Submission of application through online will not be entertained.
5. If at any stage of the recruitment process it is found that any of the candidates did not meet up any of the condition(s) applicable for the respective post or there is discrepancy in the eligibility criteria of the candidate, his/her candidature will be rejected showing reason thereof.
6. Last Date : Application must reach this office within 15th December 2018
Application which will reach this office after the date mentioned above (i.e.) will be treated as cancelled. The Selection Committee or The Municipal authority will not be liable for any postal delay.
7. No traveling allowance will be borne by the Municipality

Note : The Municipal Selection Committee reserves the right to rectify errors and omission, if any in the process of holding the examination and final declaration of result.

For details please visit our website.


27.12.18
Chairman
Naihati Municipality
Chairman
Naihati Municipality

Naihati Municipality

Application Form

(To be filled by the candidate's own handwriting in CAPITAL LETTER except signature and e-mail address[if requisite so])

To

The Chairman

Naihati Municipality

Post Applied for : **Honorary Health Worker(HHW)**

1. Name of the Candidate

[illegible]

2. Father's/Husband's Name

3. Sex : Female

4. Category (Tick) : Gen/SC/ST/OBC-A/OBC-B

5. Date of Birth :

D	D	M	M	Y	Y	Y	Y

6. Age as on(01/07/2018) Years Months Day

7. Nationality 17

8. Present Address :

w	A	R	D		N	O		P	I	N									

9. Permanent Address :

[illegible]

10. E-mail ID :

[illegible]

11. Mobile No.

[illegible]

12. Education Qualification :-

Name of the Examination/Course	Board/University	Year of Passing	Full Marks	Marks Obtained	Percentage/Grade	Division

13. Professional Qualification

Sl. No.	Name of the Organization	Name of the Post	Duration			Nature of Duties/Work done	Experience Certificate enclose (Y/N)
			From	To	Total Period		

14. Documents should be enclosed (Put tick mark in the box)

Sl. No.	Documents	Yes	No.	Sl. No.	Documents	Yes	No.

15. Extra qualification/experience relevant to the JOB(if any)

Declaration

I hereby declare that I have carefully read the condition of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the application are True and I shall furnish the necessary certificates whenever required.

If any information/details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected ever after the appointment my service may be terminated.

Date:

Place:

Signature of the Candidate