



West Bengal Swarojgar Corporation Limited

(Govt. of West Bengal Undertaking)

Nodal Ministry : Self Help Group & Self Employment Department

No. 324 -WBSCL/7M-04/18

Date:28/02/2020

From: Narayan Chandra Sarkar, IAS
Managing Director
West Bengal Swarojgar Corporation Ltd. under
Department of Self Help Group & Self Employment
Govt. of West Bengal

To: The District Magistrate,
Birbhum / Purulia / Purba Medinipur District
Office of District Magistrate, Birbhum / Purulia / Purba Medinipur District

Sub: Recruitment of Sub – Divisional Supervisors for Muktidhara project

Ref : 1052 – SH/SHGSE – 11099/49/2018 Dt. 27/09/2019 of Jt. Secretary, SHG & SE Dept.

Madam/Sir,

With reference to the above, as you are aware, the Finance Dept. has already approved the engagement of 08 nos. of Sub – Divisional Supervisors in 08 nos. of Sub – Divisions of 3 Project Districts viz. Birbhum (3 nos.), Purulia (1 no. i.e. Manbazar) and Purba Medinipur (4 nos.) District.

In this connection, recruitment of above Supervisors, an advertisement has been released in 3 leading dailies (1 in Bengali in "the Aajkal", 1 in English "the Time of India" & 1 in Hindi in "Sanmarg") on 28/02/2020 and in "Karmasansthan", leading employment news paper in Bengali in the next issue as well as in our website i.e. www.shg.wbscl.in for inviting applications from the suitable candidates for filling up the posts mentioned above

You are requested to please upload the detail advertisement (placed at Annexure - II) in your District website. Also please find enclosed the modalities for recruitment (Annexure – III) of 8 nos. of Sub – Divisional Supervisors for Muktidhara Project for your necessary information and taking necessary action.

Yours faithfully,


Managing Director

Date: 28/02/2020

No. 324 /1(8)-WBSCL/7M-04/18

Copy forwarded to

1. OSD to the Hon'ble MIC, SHG & SE Dept.
2. General Manager (Admin. & HR), WBSCL
3. District SHG & SE Officer, Birbhum / Purulia / Purba Medinipur District for information & necessary action
4. Sr. PS to the Principal Secretary, SHG & SE Dept. for information
5. PA to the Hon'ble Chairman, for information.
6. Office file

Managing Director

EMPLOYMENT NOTICE

Applications on plain paper are invited for the following post on contractual basis for Muktidhara Project, initially for a period of one year which may be extended further on satisfactory performance

| Sl. No. | Name of the Post & No | Age Limit | Essential Qualifications | Consolidated Remuneration | Scope of Work |
|---------|---|---------------|---|---|---|
| 1 | Sub-Divisional Supervisor [total 8 posts, 1 post / Sub – Division in Purba Medinipur (4 nos.), Purulia (1 no.) & Birbhum (3 nos.) District] | 18 - 37 years | 1. Graduate in any Discipline 2. Minimum 2 years experience in Development Sector / SHG movement / Banking Sector in an organization of repute 3. Diploma / Certificate in Computer Application | Rs.16,000.00 (Rupees Sixteen Thousand Only) per month | 1. Field Level implementation of the project 2. Beneficiary selection for project implementation. 3. Market linkage with small and big market players 4. Liaison with District SHG & SE Officer, Sub – Divisional Officer, Block Development Officers, Block Level Supervisors (SHG & SE Dept.) and other Block level Officials and Gram Panchayats. 5. Report Preparation & submission to District SHG & SE Officer as well as Head Office of WBSCL 6. Any other work assigned by the authority |

Note:

1. The upper age limit is relaxable for the candidates belonging to S.C., S.T. & O.B.C as per norms of the State Government.
2. The applications with self –attested photocopies of all requisite documents (documents of experience, educational & professional qualifications) with filled application format must reach to the concerned **District Self Help Group & Self Employment Officer, SHG & SE Section of the concerned Districts** within 4 PM on **24/03/2020**, failing which your application will be treated as cancelled.
3. The place of posting shall be in Sub – Divisional Muktidhara Project offices of Purba Medinipur, Purulia and Birbhum Districts. Detailed address given in Annexure – I.
4. The Management will, however, have the discretion to transfer the officials in any place in West Bengal.
5. Selection of candidates will comprise of Written Test & Computer Test followed by Personality Test.
6. **“Application for the post of Sub – Divisional Supervisor of Muktidhara Project”** should be mentioned clearly on the top of the envelop, otherwise the application will be treated as cancelled.

Sd/-

Managing Director

District wise address for submission of Application forms:

1. The District Self Help Group & Self Employment Officer, Purulia,
Office of District Magistrate & District Collector
P.O. - Purulia, District - Purulia
PIN - 723 101

2. The District Self Help Group & Self Employment Officer, Purba Medinipur
Office of District Magistrate & District Collector, Purba Medinipur
Tamluk, District – Purba Medinipur
PIN – 721 636

3. The District Self Help Group & Self Employment Officer, Birbhum,
Office of District Magistrate & District Collector, Birbhum,
Suri, District - Birbhum
PIN - 731 101

Application Format

Affix your self
attested passport
photograph here

To
The District SHG & SE Officer, District
SHG & SE Section,
Office of the District Magistrate, District,
PIN

Sir,

In response to your advertisement in the Dated I do hereby apply for the post of Sub - Divisional Supervisor in your Sub - Divisional Project Office of Muktidhara , I am submitting herewith all the necessary documents in support of my candidature for the above mentioned post.

Yours faithfully,

(Name of the Candidate)

1. **Name (in block letters)** :
2. **Father's Name** :
3. **Present Address** :

4. **Permanent Address** :

5. **Phone Number** :
6. **Date of birth** :
7. **Age (as on 01/01/2020)** :
8. **Whether belongs to SC/ST/ OBC.** :
9. **Qualification -**

a) Academic :

| Examination | Board/University | Year | Total Marks | Marks Obtained | % of Marks | Division / Class |
|-------------|------------------|------|-------------|----------------|------------|------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

b) Professional :

5. Details of Previous Experience :

| Sl. | From | To | Duration | Name of the Organization / Employer | Name of the Post |
|-----|------|----|----------|-------------------------------------|------------------|
| | | | | | |
| | | | | | |
| | | | | | |

NB. Attach relevant photocopies of Caste, Educational Qualifications, Professional Qualifications, Computer Proficiency, Experience Certificates failing which your application shall be treated as cancelled.

I do hereby declare that all the particulars given above are true to the best of my knowledge and belief.

Signature of the Applicant

The details of essential criteria for selection of Sub – Divisional Supervisors are as follows :

Educational Qualification : Graduate in any discipline

Experience : Minimum 2 years experience in Development Sector / SHG movement / Banking Sector in an organization of repute.

Computer Knowledge : Diploma / certificate in Computer Application

Age : 18- 37 years (relaxation will be given for SC/ST/OBC candidates as per Govt. norms)

Preference will be given for the candidates who are residents of the applied district.

Responsibilities :

1. Field Level implementation of the project
2. Beneficiary selection for project implementation.
3. Market linkage with small and big market players
4. Liaison with District SHG & SE Officer, Sub – Divisional Officer, Block Development Officers, Block Level Supervisors (SHG & SE Dept.) and other Block level Officials and Gram Panchayats.
5. Report Preparation & submission to District SHG & SE Officer as well as Head Office of WBSCL
6. Any other work assign by the authority

Selection committee

Selection Committee constituted in all concerned districts which is as follows :

1. The Chairman of the Selection Committee will be District Magistrate, concerned District, representative not below the rank of Additional District Magistrate.
2. District SHG & SE Officer, concerned District – Convenor.
3. General Manager (Admin. & HR), WBSCL – Member
4. Dy. General Manager (P&P), WBSCL – Member
5. Company Secretary, WBSCL – Member

Process of Selection :

1. For wide circulation, the WBSCL has already released an short advertisement in 3 leading dailies (1 in Bengali, "The Aajkal", 1 in English, "The Times of India" & 1 in Hindi in "The Sanmarg") on 28.02.2020 and in "Karmasansthan", leading employment weekly in Bengali as well as in our website (detail advertisement) for inviting applications from the suitable candidates for filling up the posts mentioned above.
2. Applications to be submitted to the office of the District SHG & SE Officers of the concerned districts within 4 pm. 24.03.2020.
3. After receiving the applications the District SHG & SE Officers will shortlist the applications as per essential criteria.
4. A written test will be conducted by the concerned District SHG & SE Officer for selection of suitable candidates. Cut-off marks for the candidates may be 50 marks out of 100 for selection in the next phase.

The detail syllabus of written test (Flag "D") are as follows :

Written Test :

Total Marks: 100

- | | |
|---|--------------------|
| 1. General Awareness (General Administrative Set up, History, Geography, Culture, Indian & State Political affairs) | : 20 Marks |
| 2. General Arithmetic (Class X standard) | : 20 Marks |
| 3. English (Report Writing – 10 Marks & Grammar – 10 Marks) | : 20 Marks |
| 4. Bengali (Grammar – 5 Marks & Protibedan [Report] – 5 Marks) | : 10 Marks |
| 5. Issues related Local Self Govt. & SHG movement of the State | : 30 Marks |
| Total Marks | : 100 Marks |

N.B. No negative marking system

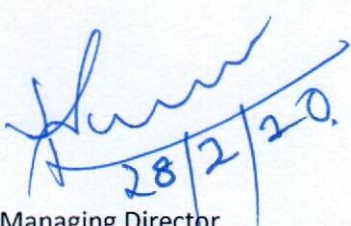
5. A computer proficiency test will be conducted by the concerned District SHG & SE Officer for further selection of suitable candidates. Cut-off marks for the candidates may be 50 marks out of 100 for selection in the next phase.

The detail syllabus of Computer test are as follows :

Computer Test :

Total Marks : 100

- | | |
|---|--------------------|
| 1. MS Word (different application of MS Word) | : 20 Marks |
| 2. Typing Speed | : 10 Marks |
| 3. MS Excel (Preparation of tabular format from description, Graphical representation of the table, Calculate the entered data by using formula, Using Print Title) | : 30 Marks |
| 4. Preparation of a PowerPoint Presentation by using design & animation | : 30 Marks |
| 5. Using Internet & E – Mail | : 10 Marks |
| Total Marks | : 100 Marks |
6. A personality test / personal interview of eligible candidates will be conducted by the concerned District SHG & SE Officer for final selection of candidates. The selection committee will be present in the personality test / personal interview board.
7. After completion of the entire selection process (written test, computer test & interview) according to the prescribed framework i.e. the final candidates shall be selected as per the weightage of the Written Test + Computer Test + Interview, i.e. $50+35+15 = 100$ for recruitment of Sub-Divisional Supervisors of Muktidhara Project Finally the selection committee will prepare the panel of selected candidates as per above mentioned formula.
8. The panel will be valid for 12 months.
9. Appointing Authority for the posts will be Managing Director, WBSCCL.


28/2/20
Managing Director





West Bengal Swarojgar Corporation Limited

(Govt. of West Bengal Undertaking)

Nodal Ministry : Self Help Group & Self Employment Department

No. 324 -WBSCL/7M-04/18

Date:28/02/2020

From: Narayan Chandra Sarkar, IAS
Managing Director
West Bengal Swarojgar Corporation Ltd. under
Department of Self Help Group & Self Employment
Govt. of West Bengal

To: The District Magistrate,
Birbhum / Purulia / Purba Medinipur District
Office of District Magistrate, Birbhum / Purulia / Purba Medinipur District

Sub: Recruitment of Sub – Divisional Supervisors for Muktidhara project

Ref : 1052 – SH/SHGSE – 11099/49/2018 Dt. 27/09/2019 of Jt. Secretary, SHG & SE Dept.

Madam/Sir,

With reference to the above, as you are aware, the Finance Dept. has already approved the engagement of 08 nos. of Sub – Divisional Supervisors in 08 nos. of Sub – Divisions of 3 Project Districts viz. Birbhum (3 nos.), Purulia (1 no. i.e. Manbazar) and Purba Medinipur (4 nos.) District.

In this connection, recruitment of above Supervisors, an advertisement has been released in 3 leading dailies (1 in Bengali in "the Aajkal", 1 in English "the Time of India" & 1 in Hindi in "Sanmarg") on 28/02/2020 and in "Karmasansthan", leading employment news paper in Bengali in the next issue as well as in our website i.e. www.shg.wbscl.in for inviting applications from the suitable candidates for filling up the posts mentioned above

You are requested to please upload the detail advertisement (placed at Annexure - II) in your District website. Also please find enclosed the modalities for recruitment (Annexure – III) of 8 nos. of Sub – Divisional Supervisors for Muktidhara Project for your necessary information and taking necessary action.

Yours faithfully,

sd/-

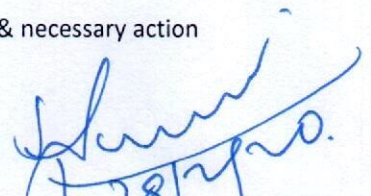
Managing Director

No. 324 /1(8)-WBSCL/7M-04/18

Date: 28/02/2020

Copy forwarded to

1. OSD to the Hon'ble MIC, SHG & SE Dept.
2. General Manager (Admin. & HR), WBSCL
3. District SHG & SE Officer, Birbhum / Purulia / Purba Medinipur District for information & necessary action
4. Sr. PS to the Principal Secretary, SHG & SE Dept. for information
5. PA to the Hon'ble Chairman, for information.
6. Office file


28/2/20
Managing Director