Memo No. 394/ASHA/eoN /S   Dated 16 / 07 /2024.

Recruitment Notice of
Block Programme Coordinator (ASHA) for
Bolpur Sub-Division, Birbum.

Applications are invited for engagement of **Block Programme Coordinator (ASHA), Bolpur Sriniketan Block under Bolpur Sub- Division 1 (One) vacant post, Category: ST (Schedule Tribe)** on contractual basis.

Eligible candidates should apply in the prescribed format attached herewith. Application fees in form of Demand Draft in favour of **"S.D.O Bolpur" payable at PNB Bolpur (Rs.50/- for any reserved category)** must be enclosed with the application otherwise application will be treated as cancelled.

The Application must reach to the "Office of the Sub-Divisional Officer, Bolpur, PO-Bolpur, Bolpur, pin-731204" through **Registered post /Speed post/ Courier only within 16th August, 2024 (upto 4 pm)**.
Only shortlisted candidates will be called for written test & Computer test.

Name of the Post	**Block Programme Coordinator (ASHA)**
Number of posts (Category wise)	**Total Posts : 01 (ST)**
Place of Posting (BPHC)	**Bolpur BPHC**
Remuneration	Rs.15000/- consolidated per month + mobility support Rs. 1800/-(Max per month)
Age as on 01.07.2024	Upper age limit 40 years as on 01.07.2024 (upper age relaxation 5 years for SC & ST and 3 years for OBC)
Qualification	**Essential Qualification :** 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** of Experience in **health** projects
Preference	Preference will be given to candidates having working experience in **ASHA Programme**
Computer Knowledge	Knowledge in MS Office & Internet
Other Criteria	Ability to communicate effectively
	Ability to work hard
	Willing to travel extensively
Residence	**Should be a permanent resident of the same Sub-Division where he/she is applying**
Selection process	---- Documents of eligibility and educational qualification for scrutiny. ---- On the basis of academic result, experience in Health projects along with written test, computer skill test

Experience certificate must consist of :- i) Name of the organization ii) Employer's name iii) Name of the post iv) Place of posting v) Project Name vi) Date of joining in the post vii) Date of leaving or still continuing viii) Signature with date of issuing authority. Otherwise his/her experience will be treated as invalid.

No appointment letter will be treated as experience certificate. Certificates specifying that the candidate has worked as volunteer e.g. in Pulse Polio, Social Work, Leprosy etc will not be considered as experience in Health related project.

Documents required (Photo copy) with application:-

- Application as per proforma
- Admit card of Madhyamik Examination /age proof certificate
- Mark sheet of MP, HS, Graduation & Post Graduation
- Residence Proof certificate (Aadhaar Card, voter card, passport, ration card or Certificate from the DM/SDO)
- Caste proof certificate (if needed) from the competent authority
- Computer Knowledge certificate
- Experience certificate as mentioned above.

All copies should be self attested .

Correspondence Address :-

BolpurSub-division
Office of the Sub- Divisional Officer, Bolpur P.O- Bolpur Dist.- Birbhum Pin-731204

(Applicants must submit application at the office of the Sub-Divisional Officer, Bolpur, Birbhum)

Application should be superscripted with **"Application for the post of the Block Programme Coordinator (ASHA)"** in the top of the envelop.

16/07/m

Sub-Divisional Officer,
Bolpur, Birbhum
Sub-Divisional Officer
Bolpur, Birbhum

APPLICATION FORMAT
Application for the post of **Block Programme Coordinator (ASHA)**
Applied for Bolpur Sub-Division

> Affix one colour recent passport size photo

1. Name   (Block letter)   :-

2. Father's Name/Husband 's Name   :-

3. Address (in details)   :- Village/Town:
                                    P.O: Pin:
                                    Block   District:

4. Contact number (Mobile)   :-

5. Email Id (mandatory)   :-

6. Date of birth   :-

7. Age as on 01.07.2024   :-

8. Sex   :-

9. Caste   :-

10. Educational Qualification :-

Exam Passed	Board/University	Full Marks	Marks obtained	% age of marks	Year of passing
MP					
HS					
Graduation					
Post-Graduation					

Master Degree in (Subject)..

11. Working experience : Government Sector [ ]   Private Sector [ ]

12. Relevant years of experience   [ ]

13. Enclosures (Please Tick)
- Application as per proforma
- Admit card of Madhyamik Examination /age proof certificate
- Mark sheet of MP, HS, Graduation & Post Graduation
- Residence Proof certificate (Aadhaar Card, Voter card, Passport, ration card or Certificate from the DM/SDO)
- Caste proof certificate (if needed) from the competent authority (If OBC A/B-should specifically mentioned in the caste certificate)
- Computer Knowledge certificate
- Experience certificate

I declare that the information furnished above are based on material records are true to the best of my knowledge and belief. I also understand that if any information furnished is found to be materially incorrect or incomplete my candidature is liable to be cancelled without any further intimation to me.

Date of application   Signature of Applicant