

Government of West Bengal
Office of the Sub-Divisional Officer
Chanchal, Mal

Notice No. 1839/SDO/CHL

Date: 27/08/2015

Recruitment for the post of "Block ASHA Facilitator" in Chanchal Sub-Division.

Date of Issue: 27/08/2015

Date and time of Closing: 21/09/15, 16:00 hours (21st September, 2015).

In cancellation of previous Notice No. 207/SDO/CHL , Dated 27/01/2015 of this office, Fresh Applications are invited from eligible candidates for appointment as Block ASHA Facilitator for Chanchal-I, Chanchal-II, Harishchandrapur-I, Harishchandrapur-II, Ratua-I and Ratua-II Block. Block ASHA Facilitators will be contractually engaged for a period of one year renewable based on budgetary sanction and performance. The Monthly salary of Block ASHA Facilitator will be Rs. 7500.00 (rupees seven thousand and five hundred) only. In addition, he /she will be eligible: for a monthly mobility support of, Rs. 1500.00 (one thousand and five hundred) only.

Block Wise Vacancy with reservation status

Block Name	Total No of Vacancy	Vacancy No. 1	Vacancy No. 2
Harishchandrapur-I	2	Schedule Caste	Unreserved
Chanchal-I	2	Unreserved (E.C.)*	Schedule Tribe
Harishchandrapur-II	2	Unreserved	OBC Category-A
Chanchal-II	2	Schedule Caste (E.C.)*	Unreserved
Ratua-II	2	OBC Category-B	Unreserved (E.C.)*
Ratua-I	2	Schedule Caste	Unreserved
Total	12		

*E.C. means Exempted Categories. Applicant applying for the post will attach Certificate/Card issued by the Directorate of Employment, West Bengal. In case of non-availability of suitable Exempted Category Candidate, the said vacancy shall be filled up by non-Exempted category candidate. Hence Non-Exempted category candidate may also apply.

Selection Criteria:-

1. Master's degree in Social Science or Sociology or Social Anthropology or Social Work (MSW) or Business Administration (MBA) or Economics or Rural Development Or Mass Communication.

OR

Graduate degree in any discipline with minimum 2 years' experience, in health projects.

2. Preference will be given to candidates having working experience in ASHA programme.
3. Knowledge in MS Office & Internet.
4. Ability to communicate effectively.
5. Should be a resident of Chanchal Sub-Division.
6. Ability to Work hard.
7. Willing to travel extensively.

Age limit:-

Not more than 40 years as on 1st January, 2014. Relaxation of upper age limit up to 5 years in case of Candidate belonging to SC or ST Category and 3 years for OBC Category.

Mode of application:-

1. Candidates should submit applications in the format annexed as "Annexure- A" to this notification.
2. The application should be on good quality A4 size bond papers (80GSM) using one side only. News Paper cutting used as an application will be rejected.
3. Candidates should ensure that the application is made on a single sheet conforming to the above specification. The candidate can also download the application format from the website **www.malda.gov.in**
4. Candidates using printed application form obtained from any other source should ensure that it conforms to the prescribed format as they may be scanned by machine.
5. Candidates should fill up the application form in his/ her own handwriting in English with blue or black ball point pen only. Smudged application may be rejected.
6. Candidates should send their applications sufficiently in advance to reach the office of Sub-Divisional Officer, Chanchal on or before the closing date i.e. 21.09.2015. Sub-Divisional Level Selection Committee for Block ASHA Facilitator will not be responsible for any postal delay or wrong delivery of applications.

To whom to apply:-

The application should be submitted in person or sent through Registered Post/ Speed Post with A.D. so as to reach the above mentioned address on or before the closing date and time (21.09.2015 4:00P.M.)

The filled in application along with the required documents should be addressed

To,

The Sub-Divisional Officer,
P.O. + P.S.- Chanchal,
Dist. - Malda,
Pin-732123.

On the envelope containing the application, it should be clearly written:

APPLICATION FOR THE POSTS OF "Block ASHA Facilitator", _____Block.

Only one application:-

Each candidate should send only one application. Candidates submitting multiple applications will not be considered; Even if a candidate is selected in advancement he / she will not be offered Appointment letter.

Mode of Selection:-

Candidates who fulfill the eligibility criteria will be called for a written test and Computer Skill Test after proper verification, screening of all applications. A separate call letter indicating date, time, venue and detail of written test will be sent to all the eligible candidates. All original certificates will be verified at the time of written test.

No TA/DA will be given to attend the written test and computer skill test.

The selection will be strictly based on merit (academic result) and experience in health projects, along with marks obtained by the candidate in the Written Test and Computer Skill Test.

General Conditions:-

1. Candidates, before applying, should carefully read the instructions and ensure that he /she fulfills all eligibility criteria at the time of submission of application.\
2. Mere selection and empanelment docs not confer any right of appointment to the candidates.
3. Admission of a candidate at all stages of recruitment will be purely provisional, subject to satisfying prescribed conditions.
4. Sub-Divisional Level Selection Committee of Block ASHA Facilitator, Chanchal Sub-Division reserves the right to alter the modus of examinations or conduct, re-interview or cancel part or whole of any process of recruitment at any stage, if needed.

Job Description:-

1. Facilitating the process of ASHA selection (for filling up of vacant positions)
2. Facilitating ASHA engagement as per approved list – based on the implementation process.
3. Facilitating the checking of submitted ASHA monthly reports at all levels within the Block Ensuring that the ASHA monthly reports are error free and don't reflect over reporting and or under reporting.
4. Facilitating timely compilation of ASHA monthly reports into block monthly report of ASHA performance.
5. Ensuring that the block monthly report of ASHA performance is analyzed by the BMOH, BPHN, and PHN and shared during the Block MIS meeting.
6. Facilitating timely submission of the Block monthly reports related to the ASHA programme to the District ASHA Facilitator, DPC and DY. CMOH III.
7. Maintaining relevant ASHA related MIS at block level.
8. Supporting the Block Accounts Manager in all activities related to ASHA incentive and fund flow.
9. Sharing new circulars and guidelines with all programme stakeholders at the Block level
10. Ensuring timely distribution of ASHA related materials within the Block.
11. Liaisoning with the BPHN/PHN, GP Health Supervisors and ANMs.
12. Undertaking field visits at regular intervals, not less than twelve visits per month.
13. Performing any other programme related activity as directed by the State, District and Block.

Enclosures to the applications :-

Candidates should enclose photocopies of the relevant certificates as mentioned below. Original certificates should not be enclosed.

1. Attested photocopy of certificate as proof of the Date of Birth. Only 10th class in Admit Card/ Board's Certificate will be accepted.
2. Attested photocopy of Mark sheet of Madhyamik or its equivalent examination.
3. Attested photocopy of Voter's Identity Card/ Ration Card as proof of residence.
4. Attested photocopy of Mark sheet of Higher Secondary or its equivalent examination.
5. Attested photocopy of Mark sheet of Graduation.
6. Attested photocopy of Mark sheet of Master's degree if applicable
7. Attested photocopy of Computer Certificate,
8. Attested photocopy of Proof of Experience if any.
9. Certificates as proof of S.C. ST and OBC.
10. A recent passport size (3.5 crn, x 3.25cm) colour photograph without cap, borkha or color glass is to be pasted on the application form. The face of the persons should at least cover 75% area of the photo showing ears, head, chin and neck clearly.
11. Attested copy of Exempted category proof.

Invalid applications:-

Applications which suffer from the following deficiencies will be rejected. The list is only illustrative and not exhaustive.

1. Application received after the closing date & time.
2. Application not in prescribed format or which is incomplete in any manner in non standard size of paper.
3. Candidate is not in possession of the required education qualification on the date of applying or is over age as on 01.01.2014.
4. More than one application submitted by the same candidate.
5. Application without the recent photograph not affixed.
6. Application without signature or with signatures in capital letters or with different signatures at different places or smudged signature.
7. Left thumb impression is not affixed or is blurred / smudged.
8. Copies of required enclosures as mentioned above not enclosed.
9. More than one application submitted in one envelope.
10. Applications which are not properly addressed
11. Applications which are filled in a language other than English.
12. Any other irregularity noticed and considered invalid by the Selection Committee.

Misconduct.-

1. Candidates are requested that they should not furnish any particular that are false or suppress any material information while filling the application form.
2. Candidate shall not bring or attempt to bring any political or other influence to further her interest in respect recruitment which will disqualify them.
3. Misconduct on the part of the candidate at any part of the recruitment process is strictly prohibited and shall render disqualification.
4. Indulgence in the above practices will result in the rejection of the candidature at any time.
5. An action as deemed fit including criminal action will be taken by the Sub-Divisional Level Selection Committee of Block ASHA Facilitator against Candidate found guilty of submitting fabricated/ forged /tampered certificate, using unfair means during whole recruitment process etc.

Caution:-

Beware of Touts and job racketeers trying to deceive you by false promises of securing job as ASHA worker either through influence or by use of unfair or unethical means. Candidates will be selected purely as per merit list. Please beware of unscrupulous elements and do not fall in their trap.


Sub-Divisional Officer,
Chanchal, Malda.

&
Member Secretary,
Sub-Divisional Level Selection Committee
of Block ASHA Facilitator,
Chanchal Sub-Division.

Copy forwarded for wide circulation to:

- 1) Smt. Sabitri Mitra, Hon'ble MIC, RR & R Department & Chairperson ASHA Facilitator Selection Committee.
- 2) The District Magistrate (Health Section), Malda.
- 3) The Chief Medical Officer of Health, Malda
- 4) The Assistant Chief Medical Officer of Health, Chanchal
- 5) The DIO, NIC, Malda with a request to publish this notice in the district website
- 6) -11) The Block Development Officer, _____ Dev. Block.
- 12-17) Block Medical Officer of Health, _____ Block.
- 18) The DPHNO, Malda
- 19) The DPHNO, Malda
- 20) The DICO, Malda
- 21) The District ASHA Facilitators (DAF).
- 22) Notice Board of this Office.


Sub- Divisional Officer,
Chanchal, Malda.

&
Member Secretary,
Sub-Divisional Level Selection Committee
of Block ASHA Facilitator,
Chanchal Sub-Division.

