

ALIPURDUAR ZILLA PARISHAD
MAYA TALKIES ROAD, ALIPURDUAR, P.O. & DIST. ALIPURDUAR
PIN. 736121, PH. & FAX No. 03564-257587
e-mail: aeoalipurduar@gmail.com

Notification No1222/16...

Date: 28.08.2018

Applications are hereby invited from the eligible candidates for filling up the following posts purely on contractual basis in the office of the Alipurduar Zilla Parishad for smooth implementation of the CHCMI:

Sl. No	Name of the post	No. of post	Eligibility criteria		Monthly Remuneration
			Essential	Age	
01	Support Staff (Office Management)	01	a) Must be a resident of West Bengal b) At least 45 % marks in Higher Secondary or equivalent examination. c) Knowledge in computer application is preferable. d) Experience in any Govt or non-government organisation regarding in Public Health is preferable	Age: Not more than 35 Yrs as on 31/03/2018	Rs8,000/- Consolidated for the first year and Rs.11,000 after successful and satisfactory completion of continuous service of one year..

Distribution of marks and syllabus are as follows:

SL No	Subject	Marks distribution
1	Bengali (Madhyamik Std.)	20
2	English (Madhyamik Std.)	20
4	GK & Current Affairs	20
5	Computer (MS Office)	20
Total marks of Written test		80
6	Interview	20

The engagement will be made on the basis of written test (MCQ type) followed by personality test to be conducted by the Alipurduar Zilla Parishad. Candidates shortlisted on the basis of marks obtained in the written test (objective multiple choice questions) will only be called for verification of testimonials and personality test. Final merit list will be prepared on the basis of the total marks obtained in the written examination and personality test. If at any stage even after issue of the engagement letter, a candidate is found ineligible in terms of advertisement his/her candidature will be cancelled without further reference to him/her.


The engagement shall be for a period of one year. The authority may renew the contract after each year. The contract may be terminated from either side after serving a notice for two months.

Last date of submission of application is fixed on 15/09/2018 till 5:30 pm through Registered Post/Speed post/Courier addressed to the "Office of the Alipurduar Zilla Parishad, Maya Talkies Road, Alipurduar, P.O. & Dist .Alipurduar, PIN. 736121".

Application may also be dropped by hand in the relevant "Box" kept in the office of the Alipurduar Zilla Parishad.

Application in the prescribed format (as given) and other self-attested documents of Age proof (Madhyamik Admit card/Birth Certificate), Educational Qualification, Computer Education if any and experience certificate if any should be put in ENVELOP and super scribed by the words "Application for the post of the Support Staff(OM)". One self-addressed envelop should be submitted with the application.

Applicants may also visit the website www.alipurduarzp.org and www.alipurduar.gov.in


Chairman of the Recruitment Committee
&
Additional Executive Officer
Alipurduar Zilla Parishad

Application Format

To
The Chairman of the Recruitment Committee
&
Executive Officer
Alipurduar Zilla Parishad

Paste recent
passport size
colour
photograph

1) Name of the applicant(in capital letter):

2)Father's/Guardian's name:

3)Application for the post of:.....

4)Date of birth:

(self- attested photocopy to be attached)

5)Correspondence Address:

PIN Code:

6)Permanent Address:

PIN Code:

7)Mobile No.....

8)Educational Qualification:

(self- attested photocopy to be attached)

9)Working Experience (If any) :.....

(self attested Xerox Copies to be attached)

I do hereby declare that the particulars furnished by me are true to the best of my knowledge and belief. In case of any discrepancy,my candidature is liable to rejection.

Date. / /

Place

.....
Full Signature of the applicant