

OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR

Sagardighi Square, P.O. & Dist. - Cooch Behar, Pin – 736101

Employment Notification No.: PRD/918/X-1

Dated : 16/12/2016

Recruitment to various posts at Gram Panchayat & Panchayat Samiti in Cooch Behar District

Applications in prescribed format are invited from Indian citizen as defined in Part-II of the Constitution of India for recruitment to different posts at Gram Panchayat level & Panchayat Samiti Level under Cooch Behar district. Applications can be submitted through online only in the website: www.coochbehar.gov.in on or before the closing date i.e **31/12/2016 up to 5 pm**. The relevant particulars like names of the posts, qualification, age limit, scale of pay and anticipated vacancy position under each category of posts are stated in the following Tables. A candidate must go through the instruction thoroughly and carefully before submitting online application. Any omission/suppression of information shall lead to rejection of application or candidature at any stage of the process without further intimation. The conditions so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by the District Level Selection Committee, Cooch Behar. All appointments will initially be made on a temporary basis.

Table A: Gram Panchayat Level

Sl. No. of the post	Name of the post	Eligibility Criteria			Vacancies	Scale of Pay
		Essential	Desirable	Age		
01	Executive Assistant	a) Must be a citizen of India as defined in part II of the constitution of India. b) Bachelor's degree from a recognized University. c) Diploma in Computer Application from any institute recognized by the State or Central Government or State Council of Technical Education or All India Council of Technical Education.	a) Post Graduate Degree or Diploma in Social Work or Rural Development from any recognized institute or University. b) Experience in Social work or Rural Development.	Age as on 01/01/2016 :: GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs Ex- Serviceman : 50 Years Person with Disability – 18-45 Yrs.	Total- 6 UR- 2 UR(EC)- 2 SC – 1 OBC-A - 1	Pay Band-3 Rs.7100-Rs.37600 plus Grade Pay Rs. 3600 and other allowances will also be admissible as per Government orders in force.
02	Nirman Sahayak	a) Must be a citizen of India as defined in part II of the constitution of India. b) Must have a Diploma in Civil Engineering from any Institute recognized by the State Government or the Central Government.	-	Age as on 01/01/2016 :: GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs Ex- Serviceman : 50 Yrs Person with Disability – 18-45 Yrs.	Total – 2 UR - 1 OBC-B - 1	Pay Band-4 Rs.9000- Rs.40500 plus Grade Pay Rs. 4400 and other allowances will also be admissible as per Government orders in force.

Continued in next page.....

Continuation of **Table A: Gram Panchayat Level**

03	Gram Panchayat Sahayak	a) Must be a citizen of India as defined in part II of the constitution of India b) Must have passed the Madhyamik Examination from the WBBSE or its equivalent examination from any recognised Board or University or Council.	Candidates having 50% marks in aggregate in the Madhyamik or its equivalent examination will be preferred Preliminary knowledge of computer is also desirable qualification	Age as on 01/01/2016 :: GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs Person with Disability-18-45 Yrs. Ex-Serviceman :As admissible as per length of service in armed service.	Total – 44 [This includes 21 vacancies as per advertisement no. PRD/1326/X-1 dated 05/12/2013] UR - 13 UR(EC) – 7 UR(PH-Blindness or Low Vision)-2 UR(Ex-Serviceman)-1 SC – 7 SC(EC)- 2 SC(Ex-Serviceman)-1 OBC-A – 3 OBC-B –2 OBC-A-(EC) –1 OBC-B-(EC) –1 ST-2 ST-EC- 1 UR (Sportsman)-1	Pay Band-2 Rs.5400-Rs.25200 Plus Grade Pay Rs. 2300 and other allowances will also be admissible as per Government orders in force.
----	-------------------------------	--	--	---	---	--

Table- B: Panchayat Samiti Level:-

Sl. No. of the post	Name of the post	Eligibility Criteria			Vacancies	Scale of Pay
		Essential	Desirable	Age		
04	Block Informatics Officer	Must be a citizen of India as defined in part II of the constitution of India. b) Shall have a Bachelor's Degree in Computer Application or Bachelor's Degree (Hons.) in Computer Science or Bachelor's degree in any stream with "A" level certificate courses of DOEACC provided that candidates with qualification of "B" Level or "C" Level certificate course from DOEACC with three years Diploma in Computer Science and Engineering/Information Technology/Electronics and Tele Communication shall also be considered, or Bachelor in Electronics and Communication Engineering/ Computer Science and Engineering, B.Tech.(IT) and B.Sc.(IT) by Distance Education Programmes from Visva Bharati or any other recognized University or from Indira Gandhi National Open University or B.E. or B.Tech. in Computer Science and Engineering, or B.Sc. in Computer Science or Master/Bachelor in Computer Application or B.Sc. in General Stream Course and M.Sc.(IT) from a recognized University/ Institution.		Age as on 01/01/2016 :: GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs	Total – 1 UR(EC)-1	Pay Band-3 Rs.7100-Rs.37600 plus Grade Pay Rs.3900 And other allowances will also be admissible as per Government orders in force.

Meritorious Sportspersons :- Meritorious Sportspersons in the area of International Competition, National Competition, Inter-University Tournament and National Sports/ Games for School Education in the following list of Sports will be entertained:

Name of the Sports	Code Number
Athletics (including Track and Field events)	01
Badminton	02
Basket Ball	03
Cricket	04
Football	05
Hockey	06
Swimming	07
Table Tennis	08
Volley Ball	09
Tennis	10

Name of the Sports	Code Number
Weightlifting	11
Wrestling	12
Boxing	13
Cycling	14
Gymnastics	15
Judo	16
Rifle Shooting	17
Kabaddi	18
Kho-Kho	19

Competent Authorities for issuing Certificate to Meritorious Sportspersons are as follows:

Area	Competent Authority
International Competition	Secretary of the National Federation/ National Association of the Sports concerned.
National Competition	Secretary of the State Association of the Sports concerned.
Inter-University Tournament	Dean/Director of Sports or other officer in overall charge of sports of the University concerned.
National Sports/ Games for School Education	Director or Deputy Director in overall charge of Sports/ Games for Schools in the Directorate of School Education, West Bengal.

- ✓ **For Exempted Category Candidates:** The Exempted Category Candidates can apply directly through online. However the names of Exempted Category Candidates shall also be obtained by DLSC, Cooch Behar directly from the Exempted Category Cell under the Directorate of Employment, West Bengal to fill up the vacancies meant for Exempted Category candidates in terms of provision of point no-6 as laid down in the Notification issued by Labour.

Department vide No- 50- Emp/1M-25/98 dated, Kolkata, the 1st March, 2011.

- ✓ **For Ex-Serviceman Candidates:** Ex-serviceman can apply directly through online. However the names of Ex-Serviceman shall also be obtained from Zilla Sainik Board for filling up the vacancies meant for Ex-Serviceman.

Mode of Application:

Step-1 :- (Online Registration)

- ✓ All applicants shall apply for any post by submitting their applications in the website ***www.coochbehar.gov.in*** through online submission.
- ✓ An application form along with a unique registration number will be generated thereafter automatically. This registration number shall be preserved for any future reference and generation of Admit Card etc.
- ✓ After filling up and submission of the application form properly, a print out shall be taken for future reference.
- ✓ After final submission, the applicant will receive a confirmation message to his/ her registered mobile number.
There will be no Edit Option after final submission.
- ✓ No hard copy or printed application form shall be received by this Office.
- ✓ A recent **scanned passport size colour photograph** and **signature** of the applicant shall be uploaded during online submission.
- ✓ Last date of online submission of the application is ***31/12/2016 up to 5 pm.***

Grounds of Rejection of Application Form :-

- The application form received by post shall be rejected straightway.
- Any application form without the scanned signature of the applicant shall be rejected.
- Any application not containing a scanned passport size colour photograph of the applicant shall be rejected.
- Any application form which is incomplete in nature shall be rejected.

Step-2 :- Generation of Admit Card

- ✓ The District Level Selection Committee, Cooch Behar will publish a notification stating the date and time of Written Examination and it will be available in the website ***www.coochbehar.gov.in***.
- ✓ As soon as the said notification is published, the applicant will have to generate the Admit Card by putting his/her auto generated Registration Number along with his/her date of birth in the respective place.
- ✓ After generation of the Admit Card, a print out is to be taken.
- ✓ The Part-I & Part-II of the Admit Card is to be signed by the applicant in presence of the invigilator on the day of examination and Part-I is to be handed over to the invigilator. The Part-II of the Admit to be retained by the applicant and to produce before the DLSC, Cooch Behar if called for viva-voce. The applicant **shall not** be allowed to attend the viva-voce if he fails to produce the part-II of Admit Card.
- ✓ The candidate shall have to bring with him/her any photo identity document viz. EPIC, PAN Card, Passport Admit Card/Certificate of Madhyamik or equivalent with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. Authority. Candidate without Admit Card and any photo identity document as mentioned above **shall not** be allowed to enter the examination hall. The candidate if called for viva-voce to produce the same Photo ID card which he produced during written examination failing which he **shall not be allowed** to attend viva-voce.

The Tentative Date of Examination **05/02/2017**

Note: Total vacancies as stated above is purely provisional and subject to revision. If any change takes place in the vacancy position or any other issues directly related with this notification will be brought to the notice of the candidates in manner as decided by the District Level Selection Committee.

Mode of Examination :

Part-I: Written Examination: (85 marks)

Part-II: Viva Voce Test: (15 marks)

- ✓ Candidates will be shortlisted for Viva-Voce test from the list prepared in descending order of the marks obtained by the candidates in written examination subject to fulfilment of minimum qualifying marks in written examination (including practical test where applicable) as fixed up by the DLSC.
- ✓ The successful candidates in the written examination will be called for appearing in the Viva-Voce test in 1:5 ratio against the total number of vacancies in a particular post.
- ✓ The successful candidates of the posts for which computer knowledge is essential or desirable, shall have to undergo a Computer Test at the time of Viva-Voce.
- ✓ The Written Examination will be through Multiple Choice Question (MCQ) method and there will be negative marking for wrong answer (one mark will be deducted for every three wrong answers).

Name of the Posts	Marks Distribution			
	Written Examination	Practical Test	Viva-Voce Test	Total Marks
Executive Assistant	Total Marks : 85	NIL	Total Marks : 15 A. Candidates having Post Graduate Degree or Diploma in Social Work or Rural Development from any recognized institute or University will be awarded : 3 Marks B. B) Candidates having certificate on experience on Social Work or Rural Development issued by Govt. Institution/ Govt. recognized NGOs will be awarded: 2 Marks	100
Nirman Sahayak	Total Marks : 85	NIL	Total Marks : 15	100
Gram Panchayat Sahayak	Total Marks : 85	NIL	Total Marks : 15	100
Block Informatics Officer	Total Marks : 65	20	Total Marks : 15	100

Syllabus for Part-I (Written Examination)

Name of the Post	Syllabus for Written Examination
Executive Assistant	English : 25 marks (General Academic Standard of HS) Bengali : 25 marks (General Academic Standard of HS) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 10 marks (Emphasis on rural life & rural development)
Nirman Sahayak	Engineering (Civil) : 65 marks English : 13 marks (Madhyamik Standard) General Knowledge : 07 marks (Emphasis on rural life & rural development)
Block Informatics Officer	English : 10 marks (General Academic Standard of HS) Bengali : 10 marks (General Academic Standard of HS) Arithmetic : 10 marks (Madhyamik Standard) General Knowledge : 10 marks (Emphasis on rural life & rural development) Computer Application : 25 marks for theoretical examination of Bachelor of Computer Science or Bachelor of Computer Application Standard. Practical Test : 20 marks, Practical test will be held after written test on separate date. Online Admit Card for practical test will be issued later on for those candidates only who will appear in the written test. List of successful candidates for interview will be prepared on the basis of marks obtained in both written test and practical test.
Gram Panchayat Sahayak	English : 25 marks (General Academic Standard of MP) Bengali : 25 marks (General Academic Standard of MP) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 10 marks (Emphasis on rural life & rural development)

N.B. The eligible applicants who had applied earlier against the employment notice vide no PRD/1328/X-1, date 05.12.2013 for the post of GP Sahayak are not required to apply afresh. The written examination for the post of GP Sahayak will be held along with the present posts on the same day.


 District Magistrate & Chairperson, DLSC
 Cooch Behar
 &
 Chairman,
 District Level Selection Committee
 District Magistrate
 Cooch Behar