



DISTRICT MISSION MANAGEMENT UNIT ALIPURDUAR

UNDER ANANDADHARA, WEST BENGAL

No. 1/DMMU-RECRUIT/APD/2016-17

Date: 15/06/2016

Notification

Engagement on contract basis of Area Coordinator for Block Mission Management Unit (BMMU)

As per guideline for recruitment of Area Coordinators in the intensive Blocks under NRLP vide memo number 183/WBSRLM/Estt./4E-16/2013 dated 16/02/2015 received from WBSRLM, the "ANANDADHARA District Office (DM MU), Alipurduar" intends to recruit the Area Coordinator on contract basis. Each intensive block area is divided geographically in three clusters, i.e. group of Gram Panchayats and each Area Coordinator will have to stay in the said cluster area where he/she will be posted.

The detailed information is given below.

❖ Detailed Advertisement for Area Coordinator:

- **Name of the Post: Area Coordinator**
- **Vacancy: 3 (three) per Block [Recruitment will be held for 2(two) Intensive Blocks namely, Alipurduar – I and Kalchini**

SC	ST	OBC Category-A	Unreserved	Unreserved (Exempted Category)	Total
1	1	1	2	1	6

- **Monthly Remuneration: Rs. 15000/- (Rs. Fifteen thousand) only**

- **Required Qualification and Experience etc.:**

- i. Candidate should be a graduate in any discipline.
- ii. The candidate should have 2-3 years of relevant experience in reputed institution, Government Programme/ Development Project/ NGO
- iii. Age of the candidate should be 21 to 35 years as on 1st January 2016.
- iv. Good writing and Communication Skill in both English & Bengali
- v. Candidate must have desire to learn new skills and acquire knowledge and is physically fit & mentally alert.
- vi. Willing to work with community and agreeable to stay in villages of one concerned GP area(s).

vii. Preference will be given to candidates having experience of SHG movement in West Bengal or active SHG leaders and local applicants, not engaged elsewhere.

➤ **Major responsibilities of Area Coordinators include:**

- i. To report to Block Project Manager and work under overall control of Block Mission Director.
- ii. To provide support to BMMU in implementation of Anandadhara.
- iii. To provide facilitation support to SHGs and their federations within the G.P & Block.
- iv. To provide capacity building support to community cadre.
- v. To monitor tile quality of interventions of Anandadhara in the block.
- vi. To attend workshops/ exposure visits/ exchange programmes as & when required.
- vii. To monitor the quality of training programme delivered by other trainers/ resource persons.
- viii. Attend Monthly/ Quarterly/ Special monitoring meetings at the block and district level.
- ix. To prepare reports on the interventions under Anandadhara and submit timely report including web based or electronic platforms as per requirement of WBSRLM.
- x. Any other responsibilities assigned by BMMLJ for effective implementation of Anandadhara.

❖ **The selection procedures consist of Witten Exam, Computer Test and Interview**

Marks division of 100 Marks is as follows:

1. Bengali writing skill – 15 marks
2. English writing skill – 15 marks
3. Preliminary Arithmetic – 15 marks
4. Current affairs and SHG movement – 25 marks
5. Interview – 20 marks
6. Computer test (On Word and Excel) – 10 marks

❖ **How to Apply:**

1. The interested Candidates must submit the application online in the prescribed format provided in the website: www.wbprd.gov.in
2. Application must be submitted online with effect from 17/06/2016. The last date of submission of online application is 01/07/2016 by 5:30 pm.
3. Candidate should have email ID and mobile number which should be kept active till the declaration of results.
4. The Candidates have to produce all testimonials in original at the time of interview; otherwise interview will not be taken and his/her candidature will be cancelled.
5. Conditions for rejection of application are mentioned below. Candidates are requested to go through them carefully.

The application will be treated as "CANCELLED",

- a) If application is submitted through any other mode other than online as prescribed in point 1. above.
- b) If application does not bear any of the following:
 - i. Photograph of Candidate
 - ii. Mention of the post applied for

- iii. **Required age as mentioned above**
- iv. **Address of Communication**
- v. **Signature of Candidate**
- vi. **If the applicant does not possess minimum criterion of educational qualification and experience.**
- vii. **Application should be submitted within last date as mentioned.**

6. The candidature of the applicant is liable to be rejected if any other valid reason for rejection of the application is found at any subsequent point of time.

7. The concerned candidate will have to download his/her Admit Card from the website.

8. Applicants are requested to visit the website after last date for receiving application for further notification.

9. Proficiency in computer and command on MS Office is essential for this selection.

10. No TA / DA will be paid for appearing in the selection process

11. Any discrepancy observed during testimonial verification will lead to direct disqualification and suitable action as per law.

12. "District Mission Director, DMMU & District Magistrate, Alipurduar" holds the right to cancel the recruitment process without assigning any reason thereof at any point of time.



Addl. District Mission Director, DMMU, Alipurduar
& Project Director, DRDC, Alipurduar ZP