



**Government of West Bengal**  
**Office of the District Magistrate, Howrah**  
**MGNREGA CELL**

Howrah Zilla Parishad Building, Room No. 403, 3<sup>rd</sup> Floor,  
 10, Biplabi Haren Ghosh Sarani, Howrah-711101, Ph. No: 033-2638-1590/91,  
 FAX No: 033-2638-1918, E-mail : nregahowrah@gmail.com



**Recruitment Notice**

Online applications are invited through the website: [http:// www.howrahzilaparishad.in](http://www.howrahzilaparishad.in) from eligible Indian Citizen for filling up the following posts on purely temporary and on contract basis for District MGNREGA Cell, Howrah.

Sl. No.	Name of the Contractual Post	No. of Vacancy on Contract basis (nos.)	Place of Posting	Required Educational Qualification & Experience	Consolidated Monthly Remuneration applicable for Sl. No. 2 to 4
1	District Quality Monitor	3	<p align="center"><b>Zone-B</b>            (consisting of U.N.Pur, Amta-I &amp; Amta-II Block)</p> <p align="center"><b>Zone-C</b>            (consisting of Sankrail, Panchla, Uluberia-II &amp; Bagnan-I Block)</p> <p align="center"><b>Zone-D</b>            (consisting of Uluberia-I, Shyampur-I, Shyampur-II &amp; Bagnan-II Block)</p>	<p align="center">Qualified and experienced <b>retired Executive Engineer/ Assistant Engineer</b> preferably from Panchayat and Rural Development or other Technical Department of Government of West Bengal</p>	<p align="center">Rs. 3000 per day spent in the actual field work for a period of maximum 12 days in a month. In addition, logistics will be arranged by the district/block where the field visit will be made</p>
2	Technical Assistant	1	District Head Quarter/ Block Development Office	Diploma in Civil Engineering	25,000/-
3	Computer Assistant	1	Block Development Office	Pass in Higher Secondary Examination and at least six months formal training in using personal computer from a recognized institute and minimum speed of data entry 6000 key depression per hour.	16,000/-
4	Programme Assistant	8	District Head Quarter/Sub-Division/ Block Development Office	X+2 pass with 60% marks in science stream with Physics & Maths + 6 months computer certificate course from a recognized institution.	16,000/-

- Age of the candidate must not be more than 40 years as on 01/01/2020 for SI no. 2, 3 & 4 and not be more than 64 years as on 01/01/2020 for SI. No.1. Relaxation in age limit will be allowed as per Govt. Rules for the post mentioned above at SI no. 2, 3 & 4.
- Minimum age for submission of application is 18 years as on 01/01/2020 for SI No. 2, 3 & 4 and 60 years as on 01/01/2020 for SI. No.1 as mentioned in Page-1.
- Online applications will have to be submitted along with the **scanned signature and photograph within 10 to maximum 20 KB in size.**
- Only one application should be submitted by an applicant online. Multiple submission of online application and submission of incorrect or insufficient information may lead to cancellation of application. Except the online method no other means of submission of application will be entertained.
- Application once submitted shall be treated as final. No request for change in Application Form will be entertained after the submission of application. The candidates are advised to check the entries made against each column thoroughly before submission of application.
- Once you have successfully submitted the Online Application Form you will generate a print out of that Application Form contained with your Registration ID, Photograph, and Scanned Signature for your further reference.
- **Commencement of Submission of Online application- 14<sup>th</sup> February 2020 from 05:00 PM.**
- **Closing date for Submission of Online application- 28<sup>th</sup> February 2020 up to 05:00 PM.**
- Probable date for issuing of Admit Card-13/03/2020 from 05:00 PM onwards (To be downloaded from website: [www.howrahzilaparishad.in](http://www.howrahzilaparishad.in))
- Probable date of Written Examination-29/03/2020 (Sunday)

Provisionally Eligible candidate for SI no. 2, 3 & 4 will be called for Written Test of 50 Marks. **In next stage the qualified candidate in the Written Examination will be called for Basic Computer Knowledge Test of 25 Marks and Personal Interview of 15 Marks before the recruitment board.** Final list will be prepared on the basis of scores obtained by the candidate in Written Test, Computer Test, Interview marks and 10 marks for final required educational qualification. Only personal interview will be held for the post mentioned at SI. No. 1. The Syllabus of Written Examination and distribution of marks for recruitment to the above post is given below.

Sl. No.	Name of the Contractual Post	Syllabus of Written Examination for 50 Marks (Objective Type Questions) applicable for SI. No. 2 to 4	Personal Interview of 15 marks	Computer Knowledge Test of 25 marks	Maximum 10 Marks on final required educational qualification
1	District Quality Monitor	NA	15	NA	NA
2	Technical Assistant	General English: 10 marks, Math. & GI: 10 marks, GK with special emphasis to Panchayat matter & basic Computer: 10 marks, Subject related to Civil Engineering: 20 marks.		MS Word, Excel, Power point,	10 marks will be given for securing 80% or more marks in the Diploma level, 8 marks for below 80% to 70%, 6 marks for below 70%
3	Computer Assistant	General English: 10 marks, Math. & GI: 10 marks, GK with special emphasis to Panchayat matter & basic Computer: 30 marks,			10 marks will be given for securing 60% or more marks in the HS level, 8 marks for below 60% to 45%, 6 marks for below 45%
4	Programme Assistant	General English: 10 marks, Math. & GI: 10 marks, GK with special emphasis to Panchayat matter & basic Computer: 30 marks,			10 marks will be given for securing 80% or more marks in the HS level in science stream with Physics & Maths, 8 marks for below 80% to 70%, 6 marks for below 70% to 60%

For Written Examination the Admit Card is to be downloaded from this web site ([www.howrahzilaparishad.in](http://www.howrahzilaparishad.in)) and no Admit Card in hard copy will be issued from this end. So, Candidate needs to check the web site frequently from 13<sup>th</sup> March 2020 from 05:00 PM onwards.

District Quality Monitors will physically inspect MGNREGS works amounting to Rs. 3 lakhs and above in case of earth work and Rs. 5 lakh and above in case of masonry works including road construction. While inspecting, it has also needs to see the work files and records maintained therein. Technical Assistant will checking the MGNREGS works for vetting, estimate creation of MGNREGS works and inspect the MGNREGS works in the field. Computer Assistant will be responsible for all data entry related works of Block and monitoring of entry at concerned Gram Panchayats under the Block. Programme Assistants will assist the all MGNREGA Cell officials at Block/Sub-Division or District H.Q. for smooth running the scheme and timely submission of several reports to the District/State in daily manner. Although all the incumbents may be engaged for any other works as and when required by the Block/Sub-Division or District Authority.

All the incumbent for post mentioned above at Sl. No. 2,3 & 4 will be eligible for 14 days Casual Leave, 30 days Earned Leave and 180 days Maternity Leave of women employees in a calendar year or pro rata basis, subject to prior approval of the authority. Those selected incumbent will be covered under the benefits of Swasthya Sathi scheme and EPF & MP Act 1952, subject to apply by the incumbent for the benefits to the District Authority. And also the said incumbents will get benefit of 3% annual increment on completion of engagement for one year from the date of joining.

The incumbent on selection will be required to undergo an agreement on Non-Judicial Stamp Paper of requisite denomination or signing of an agreement in terms of acceptance the offer letter for the contract tenure depending upon the decision of District Authority. The tenure is renewable on expiry subject to the satisfactory performance of the incumbent.

**For further details and assistance the candidates may contact the following number on any working day from 11:00 a.m. to 04:00 p.m. 033-2638-1590 or follow [www.howrahzilaparishad.in](http://www.howrahzilaparishad.in) for updated information.**

The undersigned reserves the right to cancel the recruitment process without assigning any reason whatsoever.

  
District Magistrate

&  
District Programme Co-ordinator, MGNREGA,  
Howrah

**Copy forwarded for kind information to:**

1. The Sabhadipati, Howrah Zilla Parishad, Howrah,
2. The ADM (P) & ADPC, MGNREGA, Howrah,
- 3-4. The SDO, Sadar/Uluberia Sub-Division, Howrah with the request to publish the Appointment Notice at your Office Notice Board,
5. The DNO, MGNREGA, Howrah with the request to publish the Appointment Notice at your Office Notice Board,
- 6-19. The PO & BDO, ..... Block (All), Howrah with the request to publish the Appointment Notice at your Office Notice Board,
20. The DIO, NIC, Howrah with the request to publish the Appointment Notice at the web site of Howrah District, i.e. [www.howrah.gov.in](http://www.howrah.gov.in) for wide publication,
21. The Secretary, Howrah Zilla Parishad, Howrah with the request to publish the Appointment Notice at the web site of Howrah District, i.e. [www.howrahzilaparishad.in](http://www.howrahzilaparishad.in) for wide publication,

  
District Magistrate

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