



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
MIRIK, DARJEELING  
e-Mail: [sdomirik@gmail.com](mailto:sdomirik@gmail.com)

Memo No. 685 /BPC/SDO/MRK

Dated- 13/10/2022

**NOTICE FOR CONTRACTUAL ENGAGEMENT OF BLOCK PROGRAMME  
COORDINATOR, ASHA**

In pursuance of the Order vide HFW/NRHM/272/2010 Pt-1/2087(51), dated. 23.06.2022 of the Health & Family Welfare Department, Government of West Bengal, applications are hereby invited in the prescribed format given herein as **Annexure - A** from the Candidates having Indian Citizenship for engagement of purely temporary post of Block Programme Coordinator, ASHA (BPC, ASHA) under NRHM against **02 nos.** vacant posts under Mirik Development Block of Mirik Sub-Division. Remuneration will be paid to the selected BPC, ASHA at the rate as admissible by the Government from time to time.

Total Nos of Vacancy: 02 (Two) – 1<sup>st</sup> Vacancy for Scheduled Caste category

2<sup>nd</sup> Vacancy for unreserved category

Entry point Remuneration: Rs.15000/- per month

Date of submission of application from **13.10.2022 to 14.11.2022**

Time of submission of application form **11 AM to 5 PM** only on all working days.

Venue of submission of Application Form- Office of the Sub-Divisional Officer, Mirik

**Selection Criteria:**

1. The applicant should be a resident of the Mirik Sub-Division.
2. Age should not exceed 40 years as on 13/10/2022. Upper age relaxation will be 5 years for SC/ST and 3 years for OBC.
3. Educational qualification: Master's degree in Social Science/ Sociology/ Social Anthropology/ Social Work (MSW) / Business Administration (MBA) / Economics / Rural Development / Mass Communication  
OR  
Graduate degree in any discipline with 2 years' experience in health projects.
4. Preference will be given to candidates having working experience in ASHA Programme.
5. Knowledge in MS Office and Internet
6. Ability to communicate effectively
7. Ability to work hard
8. Willing to travel extensively

**Documents to be submitted:**

1. Self-Attested photocopy of the proof of residence ( Voters' Identity Card/ Ration Card)
2. Self-Attested photocopies of Mark sheets of Higher Secondary or Equivalent, Graduation and Masters Degree, as applicable.
3. Self-Attested photocopies of Age proof of the candidate ( Admit of Madhyamik or Equivalent Examination/ Birth Certificate)
4. Self-Attested photocopy of Scheduled Caste Certificate.

***Self-Attested Photocopies of Documents to be submitted with the application form and Originals to be shown mandatorily by the applicant during the time of Computer Test.***

**Mode of Application:**

1. Application is to be filled up in prescribed format given herein under in **Annexure – A** and to be submitted to the SDO Office, Mirik in person on and from **13.10.2022 to 14.11.2022** from **11.00 am to 5.00 pm** in all Government working days. *Applicants are to produce all requisite original documents during the time of submission of application Form.*
2. Applications received after **5 PM on 14.11.2022** will not be entertained.
3. Complete application must be submitted with three recent passport size coloured identical photos- one of which shall be pasted in the space provided in the Application Form **Annexure – A** & other two are to be accompanied with the Application Form.
4. The passport size photograph affixed on the application must be **self attested** by the candidate in such a way that some portion of the signature of the candidate lies on the application form and rest portion of signature remains on the photo.
5. All the requisite documents (self-attested photocopies) as prescribed must be attached with the application form and to be submitted at the SDO office, Mirik **by hand** on or before the closing date and time.
6. One self addressed envelope (23cm X 10 cm) affixed with postage stamp of **Rs. 5/-** (rupees five) only must be attached with the filled in application.
7. The Application Form shall be filled in blue/black ball pen and to be signed by the candidate with full signature.
8. Any of the statement made in the application be subsequently found to be false with the knowledge of the candidate, his/her candidature will be liable to cancellation, and even if selected to the post, such selection and/or engagement will be liable to be terminated. Willful suppression of any material facts will also be similarly dealt with.
9. Candidates should take particular note that all entries in their application will be treated as final & no further alteration in this regard will be entertained after submission of the application.

The envelope covering the application shall be addressed as below-

**"APPLICATION FOR THE POST OF BLOCK PROGRAMME COORDINATOR, ASHA"**

To  
The Member Secretary, ASHA Selection Committee.  
Office of the Sub-Divisional Officer, Mirik  
P.O. Mirik  
Dist. Darjeeling ,West Bengal.  
PIN 734214


10. Defective applications will be rejected. No candidate shall submit more than one application.
11. The filled in Application Form should be complete in all respect. Incomplete application Form shall summarily be rejected without any notice to the candidate or else.
12. **Application form in Annexure-A is available in the District Website- <https://darjeeling.gov.in> which may be obtained through downloading or may be obtained from the SDO Office, MIRIK**

**Selection Process:**

1. The selection will be done by the Selection Committee at Sub-Divisional Level formed vide No. HFW/NHM-466/2021/1475 dated. 28.04.2022 of Government of West Bengal.
2. The Selection will be based on merit (Academic Results) and experience in health projects, along with a Written Test (50 Marks), Computer Skill Test (25 Marks).
3. The applicant should not possess any adverse criminal record which may render him/her unsuitable for the post.
4. The eligible candidates have to produce original required documents during Computer Skill Test.

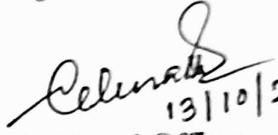
**General Conditions:**

1. Read the instructions carefully mentioned above before applying. Fill the Application Form with due care.
2. Help Desk has been set up at the SDO, Office, Mirik for assistance and further query.
3. Submission of the application does not guarantee an appointment.
4. In case of any misrepresentation of facts and documents, the applicant shall be disqualified at any time and at any stage during the process of selection. Appropriate legal action may be taken against the candidate.
5. Candidature of physically challenged candidates will not be considered for selection vide No. HFW/NRHM/272/2010/Pt-I/2481 dat. 11.08.2015 of Deptt. Of H&FW, Govt. of West Begal.
6. The Sub- Divisional Level Selection Committee reserves the right to alter the mode of examinations or to cancel part or whole of any process of recruitment at any stage, if required.

  
13/10/2022  
Sub- Divisional Officer  
Mirik, Darjeeling  
&  
Member Secretary  
ASHA Selection Committee  
Mirik, Darjeeling

Copy forwarded for information, necessary action and with a request for wide circulation to:

1. The District Magistrate and Chairman of ASHA Selection Committee, Darjeeling.
2. The Chief Medical Officer of Health, Darjeeling
3. The DPHNO, Darjeeling.
4. The DPO, ICDS Darjeeling
5. The Block Development Officer, Mirik with a request to advertise the above Notice in Block & GP Office.
6. The BMOH, Mirik with a request to brief the BPIC/ PHC to display same in all BPIC/ PHC/ Health Sub-Centre within his jurisdiction.
7. The Executive Officer, Mirik Notified Area Authority for wide publicity
8. The SCFS/ SDL&LRO, Mirik Sub-Division with a request to publish it in office Notice Board.
9. The Officer in Charge, Mirik Police Station with a request to publish it in office Notice Board.
10. The ADA/BLDO/CDPO /BL&LRO, Mirik with a request to publish it in office Notice Board.
11. The OC, IT Cell, Darjeeling with a request to upload this in district website of Darjeeling immediately.
12. The CA to the ADM (Gen.)/ ADM (LR)/ ADM (Dev.)/ ADM (Education), Darjeeling

  
13/10/2022  
Sub-Divisional Officer  
Mirik, Darjeeling  
&  
Member Secretary  
ASHA Selection Committee  
Darjeeling

**APPLICATION FOR THE POST OF BLOCK PROGRAMME COORDINATOR ASHA**

Advertisement Notice No. 03/BPC/2022/SDO/MRK dated 13/10/2022

Name of the Block Applied for: Mirik Development Block

To The Sub- Divisional Officer & Member Secretary ASHA Selection Committee Mirik, Darjeeling	Paste here self attested recent passport size colour photograph
(space for the office Use)	
Roll No.	

1. Name :

2. Father's Name :

3. Gender: ..... (Male/Female/Others)

4. Permanent Address

Village/Ward :

Post Office :

Block/Minicipality :

Sub-Division :

District:

Pin Code :

5. Date of Birth (DD/MM/YYYY) :.....

6. Age : ..... Years..... Months (as on 13.10.2022)

7. Caste Status (Put a Tick Mark): SC ( ) ST ( ) OBC ( ) General ( )

8. Contact No.: 01..... / 02.....

9. Mail Id: .....

10. Educational qualification :

Description of marks obtained in the Madhyamik/ Recognized Equivalent Examination and above.

Name of the Examination	Name of the Board/Council/ University	Year of appearing/ passing in the concerned examination	Total Marks in Examination	% of Marks obtained

**11. Details of Health Experience (if any):**

Photocopy of documents to be submitted :

1. Proof of Educational Qualification (in support of point no.10 above)
2. Proof of Residence Voter Card/ Ration Card
3. Proof of Age (Valid Birth Certificate/ Admit Card of Madhyamik or Equivalent Exam.)
4. Caste Certificate (if applicable)
5. Three Self attested recent Passport size photograph (one attached with the application)
6. One self addressed envelope with postage stamp of Rs. 5/- affixed on envelope to be submitted
7. Certificate issued by the Competent Authority or by respective Block Medical Officer of Health in support of experience in Health Projects.

I do hereby certify that above information given by me are true to the best of my knowledge and belief. I do not have any adverse criminal record anywhere which may render me unsuitable for the post. I shall be solely responsible if any aforesaid information is proved incorrect. My candidature shall be liable to be cancelled if I am found to influence the process of selection.

Place :

Date :

**(Signature of the applicant in full)**

.....  
Serial No. in SDO Office Receipt register..... Date of receiving application: .....

Name of the Applicant: ..... Address: .....

.....  
The application is hereby received.

.....  
**(Full Signature of the receiving authority)**