

Swachh Bharat Mission (Gramin),
Lowis Jubilee Complex,
Gorkhaland Territorial Administration: Darjeeling

Memo No: 29/KPG/SBM/GTA/2023-24

Date: 24th January 2024

Notification for Engagement of Contractual Posts of District Co-Ordinator, Additional District Co-Ordinator and Data Entry Operator under Swachh Bharat Mission (Gramin) Cell in the District of Kalimpong

Applications are invited from eligible candidates (Indian citizen only) for selection to the following posts as noted below on purely TEMPORARY and CONTRACTUAL basis for the creation of the Swachh Bharat Mission Cell in the district of Kalimpong.

Interested candidates are required to submit hard copies of application forms along with required documents in the drop box kept at the Office of Swachh Bharat Mission Cell, DRDC Building, Lowis Jubilee Complex, Darjeeling from **the date of this notification to 15th February 2024 on working days from 11 am to 3 pm**. Applications may be dropped at the Drop Box in the following offices :

1. Office of the ADM (General) Kalimpong
2. Project Director, DRDC, Lowis Jubilee Complex, Darjeeling
3. Block Development Office, Kalimpong I Block
4. Block Development Office, Lava Block
5. Block Development Office, Pedong Block
6. Block Development Office, Gorubathan Block

Application received by hand or registered post after the scheduled date and time will be rejected.
Last Date of Receipt of Application : 15th February 2024

Prescribed application form (**Annexure-A**) may be downloaded from either of the following :

Kalimpong District website <https://kalimpong.gov.in> | Darjeeling District website <https://darjeeling.gov.in>

Photocopy/typed/printed/scanned copy of the Application Form will also be accepted, but the application format should strictly be on the format (**Annexure A**) advertised in the website <https://kalimpong.gov.in> & <https://darjeeling.gov.in>. Any application in different format shall be summarily rejected.

Details of vacancy, eligibility and other criteria are mentioned below. **Engagement is purely on Contractual Basis.**

The contract may be renewed on yearly basis on the basis of the requirement of contractual staff for the post and upon satisfactory performance by the incumbent.

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Name of Posts, Eligibility Criteria and other details under Rural Sanitation [SBM(G)] Cell :

(a) District Coordinator (DC)

Post	Eligibility Criteria	Mode of Examination & Merit List Preparation	Distribution of Marks			Monthly Consolidated Remuneration	Appointing Authority
			Sl no	Subject	Marks distribution		
District Coordinator (DC) No of Vacancy : 1	i) Age: 30– 40years as on the date of Notification ii) Qualification : One year Post Graduate Diploma in Public Health or Post Graduate Degree or Diploma in Rural Development / Social Work iii) Minimum 3 years experience of working in community organization in any renowned organization.	<ul style="list-style-type: none"> • Written Test including computer test will be arranged for the eligible candidates • Out of the successful candidates of written examination, an interview will be conducted. • Final merit list will be prepared on the basis of aggregate marks obtained in the Written and Interview. 	1	Nepali (Madhyamik Std)	20	Rs. 27,000.00	Principal Secretary, Gorkhaland Territorial Administration
			2	English (Madhyamik Std)	20		
			3	Logical Reasoning/ mental ability	15		
			3	GK & Current Affairs (including sanitation)	15		
			4	Computer Ability Test	20		
			5	Total Marks of Interview	10		

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(b) Assistant District Coordinator (ADC) (TECHNICAL)

Post	Eligibility Criteria	Mode of Examination & Merit List Preparation	Distribution of Marks			Monthly Consolidated Remuneration	Appointing Authority
			Sl no	Subject	Marks distribution		
Assistant District Coordinator (ADC) - Technical No of Vacancy : 1	i. Age: 25-35years as on the date of Notification ii. Qualification : Diploma in Civil Engineering from a recognized University	<ul style="list-style-type: none"> • Written Test including computer test will be arranged for the eligible candidates • Out of the successful candidates of written examination, an interview will be conducted. • Final merit list will be prepared on the basis of aggregate marks obtained in the Written and interview. 	1	Nepali (Madhyamik Std)	15	Rs. 24,000.00	Principal Secretary, Gorkhaland Territorial Administration
			2	English (Madhyamik Std)	15		
			3	GK & Current Affairs (including sanitation)	10		
			4	Logical reasoning/mental Ability	10		
			5	Engineering	20		
			6	Computer Ability	20		
			7	Total Marks of Interview	10		

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(c) Data Entry Operator (DEO)

Post	Eligibility Criteria	Mode of Examination & Merit List Preparation	Distribution of Marks			Monthly Consolidated Remuneration	Appointing Authority
			Sl no	Subject	Marks distribution		
Data Entry Operator (DEO) No of Vacancy : 1	i. Age: upto 37 years as on the date of Notification ii. Qualification: Graduate with 'O' level Certificate in Computer Application. iii. Have minimum typing speed of 42 WPM	<ul style="list-style-type: none"> • Written Test including computer test will be arranged for the eligible candidates • Out of the successful candidates of written examination, an interview will be conducted. • Final merit list will be prepared on the basis of aggregate marks obtained in the Written and interview. 	1	English	20	Rs. 11,990.00	Principal Secretary, Gorkhaland Territorial Administration
			2	Nepali	20		
			3	Computer Test	50		
			4	Interview	10		
				Total	100		

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Name of the candidates eligible for appearing in the examination along with date, time and venue of examination will be made available in the Kalimpong district website <https://www.kalimpong.gov.in> & Darjeeling District website <https://darjeeling.gov.in>. The admit card for the examination of the eligible candidates can be downloaded from the district website <https://www.kalimpong.gov.in> & <https://darjeeling.gov.in>. Candidate, unable to download admit cards issued to him/her, should contact the Office of the Project Director, SBM(G), District Rural Development Cell, Lowis Jubilee Complex, Darjeeling well in time before the examination.

The final Merit List / Panel will be valid for one (1) year from the date of approval of the merit list by the District Level Selection Committee. If equal marks are obtained by more than one candidate, preference will to be given to the candidate inter senior in age as on the date of notification.

No TA/DA will be provided for appearing the Written Test, Practical Test as well as the Viva Voce Test.

General Guidelines

1. The application is to be filled up in Block / CAPITAL LETTERS.
2. **Along with the Application the candidates are required to submit self-attested photocopy of Class X Board Exam Admit card, Mark Sheet of all Academic Qualifications, Certificate of Computer Education and Experience Certificate, Voter Card / Aadhar Card and 2 recent Color passport size Photographs (1 to be self attested and pasted in the application form). The candidate is advised to write his / her name with father's / guardian's name at the back of the additional photograph.**
3. Defective /Incomplete applications and applications without full signature / photo will be summarily rejected.
4. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement his/her candidature shall be summarily rejected.

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5. The filled in application form (**Annexure A**) (in original) shall have to be submitted super scribing the envelope as –
 - **Application for the post of _____ under Rural Sanitation SBM(G) Cell, Kalimpong District**
6. Only shortlisted candidates will be asked to produce all relevant original certificates along with the attested photocopies for verification at the time of interview, failing which their candidature shall be rejected without any further communication.
7. Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlist for his / her application through persons, officials of Government, or agencies will disqualify him / her, and will be disregarded and will render the candidate ineligible.

Note : If any changes takes place in the eligibility criteria, syllabus of examination, date of examination, vacancy position, other issues directly related with this notification will be brought to the notice of candidate through the Kalimpong District website : <http://kalimpong.gov.in> & Darjeeling District website : <https://darjeeling.gov.in> or in the manner to be decided by the District Level Selection Committee.

Sd/-

Project Director,
SBM(G), DRDC, GTA

Annexure – A
Application Format
(To be filled in BLOCK LETTERS only)

Ref: - Memo Mo. _____

dated: _____

To,
The Project Director,
Swachh Bharat Mission (Gramin)
DRDC, GTA,
Darjeeling.

Paste self-attested
recent colour passport
photograph

Sub: Application for the post of _____
under _____ Cell

1. Name of Applicant: _____

2. Mother's / Father's / Husband's name: _____

3. Present Address: _____

Village: _____ P. O: _____

P.S.: _____ District: _____

Pin Code: _____

4. Permanent Address: _____

Vill.: _____ P.O: _____

P.S.: _____ .District _____

Pin Code: _____

5. Date of Birth: _____

(Self-attested photograph of valid age proof to be submitted)

6. Gender: _____

7. Nationality: _____

8. Residential Proof: _____

(Self-attested photocopy of Voter Card/ Aadhar to be attached)

9. Religion: _____

10. Email ID: _____

11. Phone Number: _____

Annexure – A
Application Format
 (To be filled in BLOCK LETTERS only)

12. Academic Qualification (Self-attested Photocopies to be Attached)

Sl No.	Name of Examination and Board	Name of School / College/ university	Year of Passing	Percentage of marks obtained	Subjects	Remarks

13. Details of Work Experience, (Photocopies of Certificate from Competent Authority to be Attached):

Name of Post, duration, organization _____

14. Qualification on Computer Knowledge(Photocopies of Certificate from Competent Authority to be Attached):

Name & Duration of the course: _____
 Name of Institution: _____

DECLARATION

I do hereby declare that statement made in the application are true and correct to the best of my knowledge & belief and in the event of any information being found false, my candidature is liable to be cancelled.

Place: - _____

Date: - _____

(Full Signature of the Candidate)

For office use

Post : DC / ADC / DEO

Eligible / Ineligible: Remarks, if any, _____

SL No. _____

Checked by : _____

Signature