

**Government of West Bengal**  
**Officer of the District Magistrate, Hooghly**  
**(Panchayats & Rural Development Section)**

**RECRUITMENT NOTICE**

**Memo No. -2186 PRI/GP/1/2013**

**Dated 01/11/2013**

Online applications are invited from suitable candidates for recruitment in the posts of **Executive Assistant** and **Nirman Sahayak** of Gram Panchayats under this district. Applications will be received only in online mode from **04/11/2013 to 16/11/2013**.

The recruitment will be made on temporary basis but likely to be permanent.  
 Eligibility Criteria and other relevant information are stated below.

Name of the post	Eligibility criteria			Anticipated vacancies	Scale of Pay
	Essential	Desirable	Age		
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 of 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 <b>01.01.2013 (in years)</b>  General: 18-40  SC: 18-45  ST: 18-45  OBC-A: 18-43  OBC-B: 18-43	<b>53 Posts</b>  General – 11 SC – 8 ST – 4 OBC-A – 2 OBC-B – 3 Meritorious Sports Person – 1 General (EC) – 16 SC(EC) – 5 ST (EC)– 1 OBC-A (EC) – 1 OBC-B (EC)– 1	Pay Band-3 Rs. 7100-Rs. 37600 plus Grade Pay-Rs. 3600) Allowances will also be admissible as per Government orders in force
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 Central Government	-	Age as on <b>01.01.2013 (in years)</b>  General: 18-40  SC: 18-45  ST: 18-45  OBC-A: 18-43  OBC-B: 18-43	<b>68 Posts</b>  General – 16 SC – 10 ST – 7 General (EC) – 22 SC(EC) – 8 ST (EC)– 4 OBC-B (EC)– 1	Pay Band-4 Rs. 9000-Rs. 40500 plus Grade Pay-Rs. 4400) Allowances will also be admissible as per Government orders in force

The eligible candidates will be called for written test of objective type having multiple choice type questions (**MCQ**) for which Admit Card is to be downloaded from this site (i.e. [www.hooghly.gov.in](http://www.hooghly.gov.in)) and no Admit Card in hard copy will be issued

**Syllabus for written Examination: (85 marks)**

Name of the post	Syllabus
Executive Assistant	English: 25 marks Bengali: 25 marks Arithmetic: 25 marks General knowledge: 10 marks
Nirman Sahayak	Engineering (Civil): 65 marks English: 13 Marks General Knowledge: 07 marks

The successful candidates will be called for interview of 15 marks as per norms.

Online applications will have to be submitted along with scanned **signature and photograph** as per instruction. Multiple applications, submission of insufficient information will be liable to be rejected.


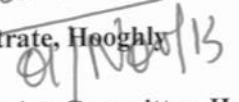
Vacancy reserved for **Meritorious Sports Person** implies performing in International, National, Inter University Tournament, National Sports / Games for School Education in the following Sports –

(i) Athletics (including Track and Field events), (ii) Badminton, (iii) Basket Ball, (iv) Cricket, (v) Football, (vi) Hockey, (vii) Swimming, (viii) Table Tennis, (ix) Volley Ball, (x) Tennis, (xi) Weightlifting, (xii) Wrestling, (xiii) Boxing, (xiv) Cycling, (xv) Gymnastics, (xvi) Judo, (xvii) Rifle Shooting, (xviii) Kabaddi and (xix) Kho-Kho.

The names of the candidate for **Exempted category** will be taken from the Exempted Category Cell under Directorate of Employment, West Bengal to fill up the vacancies meant for Exempted Category.

**Last date** of receiving online application is **16.11.2013 upto 5.30 p.m..**

Authority has the right to cancel the candidature of any candidate at any stage of the process of recruitment.

  
District Magistrate, Hooghly  
&   
Chairman, District Level Selection Committee, Hooghly