COOCH BEHAR ZILLA PARISHAD, COOCH BEHAR

Kalikadas Road, P.O. & Dist. Cooch Behar, Pin-736101, West Bengal

Engagement on Contractual Basis

Memo No.:576 /CZP/BAY/2022   Dated: 17/03/2022

Applications in prescribed format are invited from eligible candidates having the following qualifications for the engagement to the Contractual posts at District Level under the scheme of Banglar Awaas Yojana (PMAY-G). Residential status of the applicants should be within the boundary of the State of West Bengal. Willing candidates shall be required to apply online in the website: coochbehar.gov.in or coochbeharzillaparishad.in/recruitment on or before the closing date i.e. 31/03/2022. The relevant particulars like name of the posts, qualification, age limit, and remuneration and no of vacancy under each category of posts are stated in the following Table. A candidate must go through the instruction thoroughly and carefully before submitting online application. Any omission/suppression of information shall lead to rejection of application or candidature at any stage of the process. The conditions so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by the Selection Committee of BAY (PMAY-G), Cooch Behar. A merit list shall be prepared and engagement will be made as per order of the merit list. The engagement will be temporary on a purely contractual basis for a period of 1 (one) year. A contract is to be executed between selected candidate(s) and the appointing authority as per prescribed proforma before joining in the post for which selected.

Sl No.	Name of the Post	No. of the Post	Essential Qualification	Age limit	Remuneration per month
1.	District Coordinator	01 (One)	1. Graduate in any discipline.	Age as on 01/01/2022 :: 18-40 yrs	25000/- (Consolidated)
2.	Technical Assistant	01 (One)	1. Diploma in Civil Engineering	Age as on 01/01/2022 :: 18-40 yrs	18000/- (Consolidated)
3.	Data Entry Operator	01 (One)	1. Graduate in any discipline. 2. Certificate in Computer Application from a reputed and recognized institute	Age as on 01/01/2022 :: 18-40 yrs	11000/- (Consolidated)

Chairman, Selection Committee of BAY
&
Executive Officer
Cooch Behar Zilla Parishad
Cooch Behar

Syllabus for Part-I (Written Examination):

Name of the Post	Syllabus for Written Examination	Medium of instructions
District Coordinator **Written: 100 marks** **Interview: 30marks**	Bengali (Madhyamik Std.): 20 marks,	Bengali
	English (Madhyamik Std.): 20 marks, Mathematics (Madhyamik Std.): 20 marks, GK & Current Affairs: 20 marks, Computer Test (MS Office): 20 marks	English
Technical Assistant **Written: 100 marks** **Interview: 30marks**	Bengali (Madhyamik Std.): 15 marks,	Bengali
	English (Madhyamik Std.): 15 marks, GK & Current Affairs: 10 marks, Engineering: 60 marks	English
Data Entry Operator **Written: 85 marks** **Interview: 15 marks**	Bengali (Madhyamik Std.): 15 marks,	Bengali
	English (Madhyamik Std.): 15 marks, Mathematics (Madhyamik Std.): 15 marks, GK & Current Affairs: 15 marks, Computer: 25 marks	English

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Memo No.:5 7 6(14)/CZP/BAY/2022   Dated: 17/03/2022

Copy forwarded for information and necessary action to:
1. The Sabhadhipati, Cooch Behar Zilla Parishad
2. The Addl. Executive Officer, Cooch Behar Zilla Parishad
3. The Secretary, Cooch Behar Zilla Parishad
4. The Member, Recruitment Committee of BAY (PMAY-G), Cooch Behar Zilla Parishad, Cooch Behar
5. The FC & CAO, Cooch Behar Zilla Parishad
6. The Sub-divisional Officer (All), Cooch Behar
7. The District Panchayat & Rural Development Officer, Cooch Behar
8. The Employment Officer, Cooch Behar Employment Exchange
9. The DICO, Cooch Behar
10. The Block Development Officer (All), Cooch Behar
11. The District informatics Officer, NIC, Cooch Behar, with request to upload it in the District Website i.e. coochbehar.gov.in for wide publication.
12. The CA to District Magistrate, Cooch Behar
13. Office Notice Board
14. Office Copy

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Mode of Application:
Step-1 :- (Online Registration)

a) All applicants shall apply for any post by submitting their applications on the website www.coochbehar.gov.in or coochbeharzillaparishad.in/recruitment through online submission. A candidate shall apply only for 1 (one) post.

b) An application form along with a unique registration number will be generated automatically on successful submission of the application. This registration number shall be preserved for any future reference and generation of Admit Card etc.

c) After filling up and submission of the application form, a print out shall be taken by the applicant for future reference.

d) Candidates will be able to retrieve their Application Form online by submitting their Registration No. and Date of Birth.

e) No hard copy or printed application form shall be received.

f) A recent passport size color photograph, scanned signature of the applicant, Age Proof and Certificate of Essential Qualification shall be uploaded during online submission of the application.

g) Last date of online submission of the application is 31.03.2022.

h) Applicants may call on the Helpline No: 03582-224805 for any query/clarification etc during office hours.

Generation of Admit Card

➢ After last date of online submission of application & completion of other related assessments, a notification stating the date and time of Written Examination and will be published on the website **www.coochbehar.gov.in** or coochbeharzillaparishad.in/recruitment.

➢ As soon as the said notification is published, the applicant will have to generate the Admit Card by putting his/her auto generated Registration Number along with his/her date of birth in the respective place.

➢ After generation of the Admit Card, a print out is to be taken by the Applicant.

➢ Under No circumstances admission in examination hall will be allowed without the Admit Card and one photo bearing document like EPIC/Driving License/Pan Card/Aadhaar Card/ Bank Pass Book with photograph.

General Instructions

- A recent passport size color photograph and scanned signature of the candidate should be uploaded with application form.

- Before the final selection, the candidates have to submit the certificates in original in support of their claim-

    - ❖ Essential Qualifications.
    - ❖ Certificate regarding Birth for Age Proof
    - ❖ Residential Certificate
    - ❖ Citizenship Proof

- The written examination shall be of Multiple Choice Questions (MCQ) type questions. There will be negative marking for each wrong answer. $1/4^{th}$ marks will be deducted for each wrong answer.

- The list of successful candidates of written examination shall be published on **www.coochbehar.gov.in** or coochbeharzillaparishad.in/recruitment. The final merit list will be prepared on the basis of total marks obtained.

- The successful candidates of written examination called for interview to the post for which computer knowledge is essential, shall have to undergo a computer on the day of Interview.

- Application Form without the scanned signature & photograph of the applicant shall be rejected.

- Application incomplete in any respect shall be rejected.

- If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated in the notification at any date after the date of publication of advertisement, his/her candidature shall be summarily rejected.

- Any attempt of furtherance of candidature or application by any unfair means would lead to disqualification of candidature and rejection of application.

- The applicants are requested to follow the website of the Cooch Behar District i.e. coochbehar.gov.in or coochbeharzillaparishad.in/recruitment for regular updates on generation of Admit Cards, Date of Written Examination and interview etc.