



OFFICE OF THE
KHARAGPUR MUNICIPALITY

P.O.-KHARAGPUR, DISTRICT-PASCHIM MEDINIPUR, PIN CODE-721301.

Phone No.- 03222-257080, 258169, Fax No.- 03222-255347.

e-mail: cmkgpmppty@gmail.com,

Detailed Advertisement for Recruitment of HHWs

Memo no. 6010/ KM

Date-21.09.2021

Applications are invited from the eligible women candidates (married / divorced / widow) who must be a resident of this municipality to fill up the vacancies of the post of Honorary Health Workers (HHWs) as per terms and conditions stated below:-

1. Name of the post: Honorary Health Worker (HHW)
2. No. of Vacancy: -20
3. Age: 30-40 years as on 1st day of the calendar year i.e. as on 01.01.2021. In case of SC / ST / OBC (A / B) candidates, the lower age limit may be relaxed to 22 years. As such candidates belonging to SC/ST/OBC (A/B) may apply whose age is between 22-40 years.
4. Educational qualification: Minimum Madhyamik pass or equivalent examination. Candidates having higher qualification are also eligible. However, in case of candidates possessing higher qualification, only marks obtained in Madhyamik or equivalent examination will be considered. For calculation of the marks obtained in the Secondary Examination (Madhyamik or equivalent), the aggregate is to be considered (excluding the marks obtained in the additional paper).
5. Candidates having motivation / experience rendering social service.
6. Terms & Condition:
 - Monthly honorarium of the HHW will be Rs. 4,500/- (Rupees Four thousand Five hundred only) per month.



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- The HHW shall be engaged on contract initially for a period of 1 (one) year on probation from the date of joining of each HHW and shall be extended further on the basis of satisfactory performance and on obtaining approval for extension from the UD & MA Department.
- The candidates will have to apply in the prescribed Application Format. Application Format is to be downloaded from the Website of www.kharagpurmunicipality.org.
- Candidate should enclose self attested copy of Proof of Age (Madhyamik Admit card), proof of residence (Aadhaar Card / Voter ID / Ration Card), Mark sheet of Madhyamik or equivalent examination as applicable, proof of SC / ST / OBC-A / OBC-B in case of SC / ST / OBC-A / OBC-B candidates, as per certificate issued by the Sub Divisional Officer.
- Candidate also enclose self attested copy of Marriage Certificate / Voter Card / Ration Card / Aadhaar Card mentioning the husband name for married candidates, Death Certificate of husband for widows and Order of Hon'ble Court order for divorce, if any for divorcees.
- All applications must be addressed to the Chairperson, Board of Administrators, Kharagpur Municipality / Executive Officer, Kharagpur Municipality and also are to be submitted physically at the Municipal Office within working days at the designated drop box.
- The last date for submission of application is 26/10/2021 within 5.00 PM. After that no application will be received or entertained.



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7. The selection would be based on -

- Eligible candidates to be called for interview in the **ratio of 1:10** for every vacancy of HHW based on the marks obtained in the Madhyamik or equivalent examination.
- Marks obtained by the candidate in the Madhyamik or equivalent examination (90% weightage).
- Score in the interview (10% weightage)
- Final merit list should be prepared based on marks obtained by the candidate in the Madhyamik or equivalent examination and score secured in the interview taken together.

8. No TA/ DA will be allowed to attend the interview.

Chairperson,
Board of Administrators,
Kharagpur Municipality.
Chairperson
Board of Administrators
Kharagpur Municipality

Application Form

Application No.
(For Office Use Only)

PASTE (Do not Pin or Staple here). Paste recent pass port size colour photograph of size 3.5 cm X 3.5 cm. The Colour photograph should not be more than 3 months old.

Please put your signature across the photograph.

PLEASE FILL UP THE APPLICATION IN CAPITAL LETTER IN (Except Signature in CAPITAL LETTER)

Advertisement No.

Dated

Application for the post of Honorary Health Worker (HHW)

1. Name (In Capital Letter) :

FIRST NAME:

MIDDLE NAME:

SURNAME:

2. Father's / Husband's Name (In Capital Letter) :

3) DATE OF BIRTH (DD/MM/YYYY)

4) Age as on 01.01.2021 **Years** **Months**

5) Marital Status (Tick in appropriate box): ☐ Married ☐ Divorced ☐ Widow ☐

6) Nationality:

7) Address :

7.1. PERMANENT ADDRESS (In Capital Letter) :

P.O :

Town / City :

Municipality : **Ward No:**

District :

State :

Pin code :

7.2. ADDRESS FOR CORRESPONDENCE (In Capital Letter) :

[illegible][illegible][illegible][illegible]Municipality : Ward No:

District:

State:

Pin Code:

8) Contact Details :

i. Mobile Number:								
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[illegible]iii. E- mail id :

9) Academic Qualification (Madhyamik or equivalent and onwards):

Sl. No.	School/ Board/ University/ Institute	Degree/ Diploma	Year of passing	Duration	Percentage of marks obtained

10) Additional Qualification (If any) :

11) Extra Curriculum Activities (If any):

12) Language Known: (PLEASE TICK √)

Sl. No.	Language	WRITING	READING	SPEAKING

13) Check List of documents: (PLEASE TICK √ IN THE BOX)

Sl. No.	Documents	Y/N	No. of documents enclosed (Photocopies)
1.	Proof of age (Madhyamik Admit card)		
2.	Proof of Academic Qualification		
3.	Proof of residence (Aadhaar Card/Voter Card/Ration Card)		
4.	Caste Certificate		
5.	Others i) For married candidate – Marriage Certificate / Voter Card / Ration Card / Aadhaar Card mentioning the husband name ii) For widow candidate – Death Certificate of husband iii) For divorced candidate – Court order for divorced, if any		

Declaration:

I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary documents in original whenever required.

If any information/ details found to be incorrect / false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my engagement likely to be terminated.

Date:**Place:****Full Signature of the Candidate**