

Annexure**NOTICE FOR THE ENGAGEMENT OF EXTENSION WORKERS ON CONTRACT BASIS****Notice No.02/BKS/Extension Worker/WBFBCP of 2017-18dt. 03 -08-2017**

The Bankura South Divisional Management Unit (DMU) under the West Bengal Forest and Biodiversity Conservation Society, herein after referred to as "Society", a society under the Government of West Bengal, registered under the West Bengal Societies Act, 1961, intends to engage Extension Worker (EW) on contract basis for the following Field Management Units (FMUs) at Bankura District

Sl. No.	Cluster No.	Name of FMU	Name of FPC	No. of Positions
01	8	Simlapal&Pirorgari	PathriRoniara.	1
02			Karakanali.	
03			SushuniaSidhagara.	
04			Krishnapur.	
05			Lakhiatapal.	
Total				1

Applications are invited for the above positions **only from the eligible candidates** on contract basis **for a period of one year.**

TERMS & CONDITIONS**1. Eligibility Criteria:**

- i. The eligible extension worker must be an active member or his/her family member of the related FPC of the respective FMU and permanent resident of that FPC, with the concerned Cluster.
- ii. **AGE:** Preferably within 30 years of age.
- iii. **QUALAIFICATIONS:**

A)**Essential:** Should be at least class XII pass. However higher educational qualification will be given preference.

B)**Desirable:** Knowledge of working with Computers/Commercial Accounts.

2. Submission of Application:

Eligible candidates may apply giving details of their age, address and educational qualification etc. in the **Prescribed Application Form (Annexure – I)** in sealed envelope.

On the top of the envelop the following inscription must be written, otherwise the application will be summarily rejected. It is to be noted that, per person application can be made for anyone of the cluster only.

**“APPLICATION FOR ENGAGEMENT OF EXTENSION WORKER ON CONTRACT BASIS
FOR CLUSTER NUMBER..... 8 ”**

All applications, in sealed envelopes addressed by name to **Shri Debasis Mahimprasad Pradhan,IFS,Head Bankura South DMU**, Divisional Forest Office, Bankura (South) Division, Machantala, P.O.+District - Bankura,Pin No -722101, may be sent by Registered Post/Speed Post/Courier Service, so as to reach him upto **3 PM on 11 - 08- 2017** or may be deposited by hand to the respective Head of FMUs upto **3 P.M on 11 - 08– 2017** on working days.

Application received after closing date & time will not be entertained/considered.

3. Selection Process:

The engagement of the Extension Worker shall be on contract basis for a **maximum period of one year.**

Applications not found in the prescribed pro-forma as per **Annexure-I** or incomplete or unsigned application or application received after last date/time of the submission of application or application without required enclosure are liable to be summarily rejected and reason of rejection will not be communicated.

The final selection of the candidate shall be made by a Committee, constituted for the purpose. Scoring shall be done on 50 marks in total – 25 marks for Qualification and Experience and 25 marks for Computer test and Interview.

Applicant will be short listed cluster wise in the ratio (1:5) on the basis of educational qualification. During short listing weighage will be given on the mark obtained in Higher Secondary, Graduate and Post-Graduate.

Only short listed candidates based on educational qualification will be called for a computer test and interview.

List of names of short listed candidates will be given in the Notice Board at Bankura (South) Division office, Machantala, P.O.+District –Bankura, Pin – 722101, on 17.08.2017. Date of Computer test and Interview will be held tentatively in the last week of August-2017 date of which will be available in the notice board on 17/08/2017 as well as on the website www.bankuraforest.in.

Mere submission of application does not confer any right on the candidates to be called for interview.

No TA or any other allowance or otherwise shall be payable to any candidate for appearing in the computer test and interview.

4. Role and responsibilities of the persons to be engaged:

The engaged personnel will report to the respective Head, Field Management Unit (FMU) as specified above.

The selected Extension Worker is expected to broadly perform the following functions:

- i. To communicate and co-ordinate with various participating agencies including functionaries of forest department, officials of other line department and agencies as well as the elected representatives and eminent people of the area, as and if directed by the Head of DMU.
- ii. To keep and maintain the records and other documents of the FPC.
- iii. To facilitate communication with FPC.
- iv. To motivate FPC members for better management of project activities as well as better management of resources of the FPC.
- v. To help FMU in implementation of Community Development and Income Generation component of the West Bengal Forest and Biodiversity Conservation Project.
- vi. To assist Forest Department in any other project activity assigned by the Head of DMU.

5. Remuneration:

The selected candidate will be paid a fixed consolidated remuneration of Rs.10, 000.00 per month.

The engaged personnel shall not be eligible to get Dearness Allowance or any other Special Pay or Allowances etc. over and above the said remuneration.

The place of work will normally be head quarter of the FMU, however, if required, the selected Extension Worker may have to visit other places, within the jurisdiction of the FMU or outside the District (within the State) in relation to the works of the Project.

If the Extension Worker (s) is/are required to go on tour outside his/her Head Quarters, he/she will be entitled to Travelling Allowance and Daily Allowance as prescribed for such workers in the Operation Manual of the Society.

No remuneration for medicine/medical articles purchased, diagnostic test or treatment received will be allowed.

6. Leave:

The Extension Workers will be required to work full time for 6 days in a week and will normally be entitled to weekly off days. However, if required, the Extension Workers may be called for work on weekly holidays. For work on any weekly off day/declared holiday, in exigency, the engaged personnel will not be entitled to any other compensation, monetary or otherwise, for the same.

7. Termination:

The engagement will be for a maximum period of 1(one) year. The contract **will be valid up to one year from the date of engagement** and on expiry of the said period the contractual engagement will be automatically terminated.

The engagement of the Extension Worker shall be on contract basis for a maximum period of one year and the project authority including the FMU, DMU and PMU will have no liability whatsoever, in re-engaging them. However, in the interest of the project the contract may be renewed or a fresh selection may be made.

However, on expiry of the contract, the Head of the DMU, on behalf of the Society, reserves the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.

The contractual engagement may be terminated by giving one month's notice from either side.

However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and/or for any act considered to be derogatory/detrimental to the interest of the Society.

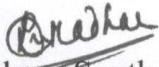
The period of the contract appointment is purely temporary and shall not be counted as Government Service for the purpose of claiming permanency in government job, pension or any other retirement benefits.

A MOU would be entered into between the JFMC and the Extension Worker for the purpose of the Project. Extension Workers performance' would be assessed against the works depicted in the MOU. The JFMC would be responsible for monitoring the performance of the Extension Worker.

Memo No. /Extension Worker/WBFBCP of 2017-18 dt. 03 -08-2017

Copy forwarded for information and request for wide publicity to:-

1. The Chief Project Director, West Bengal Forest & Biodiversity Conservation Project
2. The Chief Conservator of Forests, Central Circle, Government of West Bengal.
3. The District Magistrate, Bankura District.
4. The Sabhadhipati, Bankura Zilla Parishad.
5. The Superintendent of Police, Bankura District.
6. The District Information & Cultural Officer, Bankura District.
7. The Head, Bankura North DMU, Bankura District.
8. The Head, Panchet DMU, Bishnupur, Bankura District.
9. The Divisional Forest Officer, Working Plan (South) Division –II
10. The Divisional Manager, Bankura Forest Development Corporation Ltd.
11. The Karmadhakshya Ban-o-Bhumi Sanskar Sthayee Samity, Bankura Zilla Parishad.
12. The Secretary, Bankura Zilla Parishad.
13. The Chairman, Bankura Municipality.
14. The Head, Bankura/Khatra/Ranibandh/Hirbandh/Simplal/Motgoda/Pirorgari/Jhilimili/Fulkusma/ Indpur/Kamalpur FMU. They are requested to display it in their Notice Board. They are also requested to bring it to the notice of each JFMCs concerned in their respective FMUs.
15. Notice Board.
16. The Computer Operator, WBFBCP Section Bankura Division. He is requested to upload the notice in www.bankuraforest.in


 Head Bankura South DMU
 &
 Divisional Forest Officer
 Bankura (South) Division

(Annexure – I)

APPLICATION FORM

To

ShriDebasisMahimaprasadPradhan, IFS
Head Bankura South DMU,
 Divisional Forest Officer,
 Bankura South Division,
 Machantala, Bankura,
 Pin No – 722101.

PHOTO

Paste recent
 passport size colour
 photograph. Please
 sign across the
 Photograph

With reference to your advertisement Notice No. 02/BKS/Extension Worker/WBFBCP of 2017-18 dt.03 -08-2017

I submit the application in prescribed format.

Position Applied for Extension Worker for cluster Number.....

1. **NAME (In full)** :
2. **ADDRESS FOR CORRESPONDENCE** :
3. **IF PERSON WITH DISABILITY**
- **Type of Disability** :
 - **Percentage of Disability** :
4. **DATE OF BIRTH (as per School Leaving Certificate)** :
- Age in completed years as on 01.01.2017** :
5. **CONTACT DETAILS –**
- Mobile No.** :
- Land Line No.** :
- E-Mail ID** :
6. **GENDEER** :
7. **NATIONALITY** :
8. **BIRTH PLACE** :
- NATIVE PLACE** :
9. **RELIGION** :
10. **MARITAL STATUS** :
11. **.FATHER'S NAME/HUSBAND'S NAME** :
12. **PERMANENT ADDRESS** :

13. EDUCATIONAL QUALIFICATION

:

	Name of the Institute/Board/University	Full Time/Part Time	Year of Passing	Subject Specialization	Marks (Rank, if any)

14. EXPERIENCE (Preceding 10 years) – **Total** (in years)

SL. NO.	Name of the Organization	Designation/Rank	Duration (from –to)	Responsibilities	Pay Scale	Extra-ordinary Achievements

For 13 & 14 (please furnish details strictly as per format. Attaching separate resume/data with the notation of referring that shall be treated as having no information given).

15. DETAILS OF PRESENT EMPLOYMENT, IF APPLICABLE

- a) Organization :
- b) Full Address :
- c) Position :
- d) Reporting to :
- e) Remuneration/Compensation presently drawn :
- f) Present Assignment/Responsibilities :

16. BRIEF DETAIL OF ACHIEVEMENT(S)/AWARD(S)/MEDAL(S) :**17. NAME & ADDRESS OF TWO REFERENCES:**

1)

2)

18. I presently reside in _____ District.

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/engagement for the said post is liable to be cancelled/terminated at any stage and if engaged, my service are liable to be terminated.

I hereby undertake to abide by all the terms and conditions mentioned in the advertisement Notice No. **02/BKS/Extension Worker/WBFBCP of 2017-18 dt. 03 -08-2017**

Place:

Date:

- Enclosures:**
- 1) Self certified copy of Madhyamik or equivalent admit card and mark sheet.
 - 2) Self certified copy of Voter card/Aadhar card
 - 3) Self certified copy of mark sheet of educational qualification.
 - 4) Self certified copy of certificates of experience.

Signature of the Candidate

ENGAGEMENT NOTICE

Date of receiving application	Type of Appointment	Total No. of candidate to be selected	Place of Submission of Application (10 Cluster)	Qualification
18/04/2017 to 05/05/2017 up to 3 PM	Purely Contractual with renewal after every 1 year	10 nos will be selected out of 50 nos candidates. Selection of Interview shall be done on weighted average marks basis	Bankura, Khatra, Ranibandh, Hirbandh, Simlapal, Motgoda, Pirorgari, Jhilimili, Fulkusma, Indpur, Kamalpur and Divisional Forest Officer, Bankura (South) Division	At least H.S. Pass, With working Knowledge of MS Office, Tally & Internet.

For detail one may contact at the concerned WBFBCP Section Bankura (South) Division

Sd/-

Head Bankura South DMU
W.B.F & B Conservation Project, West Bengal
&

Divisional Forest Officer,
Bankura (South) Division