

Recruitment Notice

Filling up of vacancies of Honorary Health Worker (HHW) Under Nabadwip Municipality, Nadia, WB 741302

Name of Post: Honorary Health worker (HHW)

**Memo No. SUDA-11017(18)/1/2021/10128(50) &
SUDA-11017(18)/1/2021/2974(25)**

Qualification: Madhyamik or equivalent
Examination as applicable

Vacancy: 2

Scheme Name: CBPHCS

(The engagement shall be made purely of contract initially for a period of 1(one) year from the date of joining of each HHW and shall be extended further on basis of satisfactory performance and on obtaining approval for extension from UD& MA Department.)

Criteria: Proof of residence (Aadhaar card/ Voter ID/ Ration Card).

Original Marksheet of Madhyamik or equivalent examination as applicable.

The 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/ DWO, Kolkata.

The last date prescribed for Receipt of application through Proper channel is
14/ 11/2025. Please submit your **sealed application** in **Nabadwip Municipality's Drop Box only.** No application received other than in the Drop Box shall be considered. Check the notification from website of Nabadwip Municipality www.nabadwipmunicipality.in

Sd/-

**Chairperson of Selection Committee &
SDM & SDO, Krishnanagar Sadar**

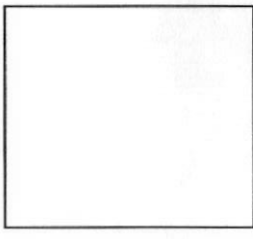
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Under Nabadwip Municipality, Nadia, WB 741302

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Please fill-up the application in CAPITAL LETTERS in OWN HAND WRITING with Blue ball point pen



Self-attested Stamp size photo

1. Name of the candidate:.....
2. Father Name:.....
3. Husband's Name:.....
4. Age (As on 01.01.2025) Year:..... Month:..... Day:.....
5. Date of Birth:.....
6. Present Address/Postal Address:.....
.....
.....
7. Permanent Address:.....
.....
.....
8. Whether age relaxation is needed or not? Yes:..... No:.....
9. Category: General:..... SC:..... ST:..... OBC(A/B):.....
10. Certificate No:.....
11. Telephone/Mobile No:.....
12. E-mail ID:.....

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13. Educational Qualification:.....

SL. No.	Examination Passed	Year of Passing	Board/Council/ University	Total Marks Obtained (excluding additional marks)	Out of the Marks

14. Experience in health project, if any :

15. Ration Card No:

16. Voter's Card (EPIC) No:

17. Aadhar No:

18. Enclosure: Attested copy of *(a) Voter's Card(EPIC) [], (b) Ration Card [], (c) Admit card/ Certificate of Madhyamik or its equivalent [], (d) Marks sheet of Madhyamik or its equivalent [], (e) Mark sheet of Higher Secondary or its equivalent [], (f) Mark sheet of Graduation [], (g) Proof of Experience [], (h) Caste /OBC certificate [],

I hereby declare that the entire document and all information submitted in this application from are true and best of my knowledge. I understand that if any of the information is found wrong, my application will stand cancelled.

Date:

Place:

L.T.I

Signature of the candidate

Guideline for selection of Honorary Health Worker (HHW)

Process for selection & engagement of HHWs:

- To prepare Ward wise list of vacancies for the post of HHW by the ULB.
- The Candidate must be resident of the ULB concerned.
- Must be female in the age group of 30-40 years as on 1st day of the calendar year when the advertisement is to be published i.e. as on 01.01.2025. In case of SC / ST / OBC (A / B) candidates, the lower age limit may be relaxed to 22 years.
- Should be married / divorced / widow. To establish the marital status of the candidate, the applicant must enclose attested copy of Marriage Certificate / Voter Card / Ration Card / Aadhaar Card mentioning husband name for married candidate, death Certificate of husband for widows and Order of Hon'ble Court for divorce if any for divorcees.
- 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).

- The selection would be based on -

- 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.

➤ Having motivation / experience of rendering social service (optional).

➤ If ULBs have any approved valid panel as notified by SUDA, are requested to fill up the vacancies from such approved valid panel at first for the vacancies notified as on 01.10.2024. If the panel is not sufficient to the vacancy position as notified as on 01.10.2024 or the panel is exhausted or the validity of the panel has been expired the ULB concerned is requested to engage HHWs as per the vacancy recorded 01.10.2024 by fresh recruitment process as per guidelines mentioned in the next paragraphs.

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30.12.2024

ULB. An abridged advertisement also to be published for the engagement of HHWs by the ULBs in 3 (three) leading newspapers having State-wide circulation (Hindi, English & Bengali).

- The minimum time from the date of advertisement to the last date of submission of applications should **not be less than 21 (twenty one) calendar days**.
- All applications to be submitted physically at the Municipal Office at the designated drop box.
- ULBs are requested to prepare a list of eligible candidates to be called for interview **maximum in the ratio of 1:10 for every vacancy of HHW**.
- Since it is an honorary engagement, not a regular or contractual engagement, to fill up the vacancy of the HHWs, 100 point roster is not applicable.
- Selection of HHWs will be done at the ULB Level.
- The issue of the selection of HHWs is to be put up in the Mayor in Council / Board of Councilors / Board of Administrators meeting of the ULB concerned for ratification.

Documents to be submitted / shown mandatorily by the applicant:

- Proof of residence (Aadhaar Card / Voter ID / Ration Card).
- Original Mark sheet of Madhyamik or equivalent examination as applicable.
- The 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 / DWO, Kolkata.

Selections of HHWs are to be made through a Selection Committee with the following Members -

For ULBs (other than all Municipal Corporations)

- (1) Sub-Divisional Magistrate & Sub-Divisional Officer - As Chairperson
- (2) Representative of CMOHs (Not below the rank of ACMOH) - Member
- (3) Executive Officer - Member
- (4) Finance Officer - Member
- (5) Health Officer - Member Convenor

For Municipal Corporations (other than Kolkata MC)

- (1) Commissioner of the Municipal Corporation - As Chairman
- (2) Representative of the District Magistrate - Member
- (3) Representative of CMOHs (Not below the rank of ACMOH) - Member
- (4) Controller of Finance or Finance Officer - Member
- (5) Health Officer - Member Convenor

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30.12.2024

Kolkata Municipal Corporation

- (1) Special Commissioner, Kolkata Municipal Corporation – As Chairman
- (2) CMHO, Kolkata Municipal Corporation - Member Secretary
- (3) Deputy CMHO, Kolkata Municipal Corporation looking after Maternal & Child Health Service - Member
- (4) CMF&A Kolkata Municipal Corporation – Member

➤ In absence of Health Officer, Controller of Finance or Finance Officer, as the case may be, of the ULB concerned may be designated as Member Convenor of the Selection Committee for selection of HHWs.

➤ The Selection Committee will select the HHWs and prepare a final list and the same be placed before the Mayor in Council / Board of Councillors / Board of Administrators meeting.

➤ A new panel is to be prepared and it will remain valid for a period of 1 (one) year from the date of approval of the panel from SUDA. In addition to that, a panel of maximum of 10 (ten) percent of the sanctioned strength of HHW as mentioned above, is to be prepared by the Selection Committee of the respective ULB and to be placed at the meeting of Mayor in Council / Board of Councillors / Board of Administrators with the regular selected candidates for the post of HHW.

➤ The list of finally selected candidates for HHWs along with Panel candidates in order of merit for the post of HHW, so ratified by the Mayor in Council / Board of Councillors / Board of Administrators meeting is to be forwarded by the Municipal Authority to Director SUDA for necessary approval along with the necessary documents –

- i) Notice / Advertisement for publication of vacancies.
- ii) Minutes of meetings of the Selection Committee.
- iii) Extract copy of the resolution of the Mayor in Council / Board of Councillors / Board of Administrators meeting.
- iv) All details (such educational qualification certificate / marks sheet, proof of date of birth – copy of admit card of Madhyamik or equivalent examination, caste certificate, residential certificate and Aadhaar Card / Voter Card / Ration Card) of the selected candidates.

➤ Only after getting approval from SUDA, ULBs are be requested to display the names of the selected HHWs as well as the panel candidates in order of merit mentioning the validity of the panel, in the Notice Board of the ULB for information and reporting within the stipulated time period for joining and necessary training with a copy to Director SUDA. After joining of the selected HHWs ULB are requested to inform to Director SUDA for

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30.12.2024

office record. Under no circumstances offer of engagement are to be issued to the selected candidates without obtaining approval from the SUDA.

The candidates shall be engaged to the post of HHW by the ULB on monthly honorarium of Rs. 5,250 (Rupees Five thousand Two hundred Fifty only) per month per HHW.

Monthly honorarium for newly recruited HHWs will be paid from the respective scheme head i.e. for ULBs under UPHCS will be paid from fund released under UPHCS and ULBs under CBPHCS & HHW Scheme will be paid from fund released under CBPHCS & HHW Scheme.

The engagement shall be made purely of contract initially for a period of 1 (one) year 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.

ULBs are further requested not to engage any candidate from the new panel list if any subsequent vacancy arises in the post of HHWs, without prior approval from SUDA.

David 30.12.2024,
Director, SUDA