
Government of West Bengal
Office of the District Magistrate, Uttar Dinajpur.
(Minority Affairs & Madrasah Education)

Memo No. 152 /MA&ME

Dated 28/02/2022

Notice for Selection of NGO/SHG

Notice is hereby issued for selection of willing NGO/SHG for providing 12 (Twelve) nos. of Teaching staff on purely contractual basis for the period of 1 (One) year of Uttar Dinajpur Model Madrasah (Eng. Medium) at Panjipara, Goalpokher-I, Islampur, Uttar Dinajpur.

Details of Guest Teachers' Vacancy for the following subjects to be filled up through NGO/SHG:

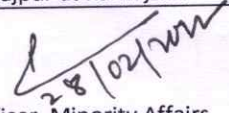
Sl. No.	Name of the post	Subject	Nos. of the post	Remarks
1	Guest Teacher	Arabic	02 (Two)	The remuneration of each Guest Teacher is fixed @ Rs.10,000/- per month.
2	Guest Teacher	English	02 (Two)	
3	Guest Teacher	Science	02 (Two)	
4	Guest Teacher	Math	02 (Two)	
5	Guest Teacher	Bengali	01 (One)	
6	Guest Teacher	Geography	01 (One)	
7	Guest Teacher	History	02 (Two)	
		Total	12 (Twelve)	

The selection of NGO/SHG will be held on 23/03/2022 at 12.00 noon in the District Minority Bhawan, Uttar Dinajpur at Karnajora.

In this purpose, applications from the reputed NGO/SHG are hereby invited for selection of willing NGO/SHG in accordance with the terms & conditions of the contract as per separate sheet enclosed.

Interested NGO/SHG should submit their application by hand at the Uttar Dinajpur District Minority Bhawan, Karnajora, PIN-733130 on any working day during 10.30 am to 3.30 pm.

Start date for submission of application	:	02/03/2022
Last date for submission of application	:	17/03/2022
Date & time of Selection	:	23/03/2022 at 12.00 noon
Venue of selection	:	District Minority Bhawan, Uttar Dinajpur at Karnajora



28/02/2022
District Officer, Minority Affairs,
Uttar Dinajpur

Memo No. 152 /1(10)/MA&ME

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Copy forwarded for information & taking necessary action to:-

1. The Director of Madrasah Education, DME, West Bengal.
2. The Joint Secretary to the Govt. of West Bengal, MA&ME Department.
3. The Sub-Divisional Officer, Raiganj / Islampur, Uttar Dinajpur with a request to hang the notice in his office notice board.
4. The DIO, NIC is requested to upload this Notice, Terms & Conditions and application format (enclosed herewith) in the district website of Uttar Dinajpur.
5. BDOs (All), Uttar Dinajpur with a request to hang the notice in his office notice board.
6. The District Information and Cultural Officer, Uttar Dinajpur with a request to hang the notice in his office notice board. He is also requested to publish the 'ABRIDGED NOTICE' (enclosed herewith) in two daily Newspapers (One in Bengali & one English) on 01/03/2022 in a minimum space and submit bill in duplicate along with paper cuttings to the undersigned.
7. The D.P.O. SSM, Uttar Dinajpur with a request to hang the notice in his office notice board.
8. The D.I. of Schools (Secondary/Primary), Uttar Dinajpur with a request to hang the notice in his office notice board.
9. C.A. to the Distict Magistrate, Uttar Dinajpur.
10. C.A. to the Addl. District Magistrate (LR), Uttar Dinajpur.


District Officer, Minority Affairs,
Uttar Dinajpur

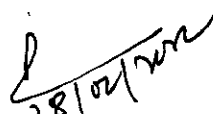
-: Terms & Conditions :-

1. Registered & reputed NGO/SHGs with valid and proper licence, PAN etc.
2. The agreement with the selected NGO/SHG shall be valid for a period of one year which may be renewed on the basis of performance. However, the authority reserves the right to cancel the agreement at any time without assigning any reason whatsoever.
3. The selected NGO/SHG would be given a fixed remuneration @ Rs.10,000/- per month for each Guest Teacher from this end on the basis of availability of fund.
4. The lowest rate should normally be accepted. However, the Accepting Authority doesn't bind himself to do so and reserves the right to accept or reject any or all applications but not to compromising the quality.
5. Interested NGO/SHG should submit their application by hand at Uttar Dinajpur District Minority Bhawan, Karnajora, PIN-733130 on any working day during 10.30 am to 3.30 pm upto the last date for submission of application as mentioned in the notice.
6. The interested NGO/SHG should be invariably financially sound.
7. At least 3 (Three) candidates (Guest Teacher) against per vacant post (Subject wise) shall have to be placed before the Ad-hoc Committee at the time of screening test of the Guest Teachers. The date & time of screening test would be informed to the selected NGO/SHG in due course.
8. Capability of speaking in English language is compulsory by the candidates (Guest Teacher).
9. Priority would be given to convent/English medium background having candidates (Guest Teacher).
10. Preference would be given to local candidates (Guest Teacher).
11. Minimum Educational Qualification of Guest Teachers would be maintained as follows:

For Class	Minimum Educational Qualification
Class-I to Class-VII	Graduate with D.El.Ed.
Class-IX onwards	Graduate with B.Ed.

Agreement between NGO/SHG & Government would be terminated forthwith without any notice or payment in lieu of notice any time, in the event of his/their conduct in any manner prejudicial to the interest of the Government and more particularly in the following cases:

- h) Insobriety.
- i) Unauthorized absence of selected guest teachers.
- j) Persistent unpunctuality in attendance by selected guest teachers.
- k) Gross carelessness, lack of attention or neglect of work or duties by the selected NGO/SHG or guest teachers.
- l) Fraud or misappropriation or any other defalcation by the selected guest teachers or NGO/SHG.
- m) Breach of any of the rules & regulations of the Government.
- n) Breach of any of the terms of the agreement.


28/02/2022
District Officer, Minority Affairs,
Uttar Dinajpur.

The following application format should be filled up by the interested NGO/SHG

Name of the NGO/SHG	:	
Office address with Telephone, Mobile No. & E-mail ID	:	
Registration No. (Attach copy of registration certificate)	:	
Year of Registration	:	
Registration valid upto (Attach copy of latest renewal certificate)	:	
Similar Working Experience in last 3 (Three) years (Attach documents)	:	
Service Tax Registration No. (Attach documents)	:	
PAN No. (Attach copy of PAN)	:	

28/11/2022
District Officer, Minority Affairs,
Uttar Dinajpur
[Signature]