

GORKHALAND TERRITORIAL ADMINISTRATOR

District Social Audit Unit

Lowis Jubilee Complex, Darjeeling – 734101

Engagement Notice

Applications are invited from eligible retired Government Employees/ retired employee from Defense Services for the post of Social Audit Facilitator" on contractual basis to perform the duties of Social Audit Resource Person at **District Social Audit Unit, Gorkhaland Territorial Administration.**

Name of the Post	Vacancy	Remuneration	Mode of Selection
Social Audit Facilitator	03(three)	Rs 20000/- Per month (Twenty thousand per month) Lump sum and the initial contract will be for one year which will likely to be extended for further period after considering the performance of the candidate.	1. Short listing of the applicants to be made according to eligibility criteria. 2. Eligible candidates will be selected by selection committee through personal interview only.

Eligibility Criteria of the Applicant:

- The applicant must be a Retired Government Employee / retired employee from Defense Services.
- Age of the applicant must not be exceeded 64 years as on the date of notice.
- The applicant must be physically and mentally fit as he/she needs to move throughout the district for performing his official duties.
- The applicant must be a resident of Darjeeling/ Kalimpong district.
- The applicant must have experience not less than 10 (Ten) years in auditing activities (AG Auditor, Panchayat Auditor, Co-operative auditor, Internal auditor of the Government etc) in State/Central Government offices. For Retired Defence service personnel, the experience in office administration will be also be considered.
- Preference will be given to the candidates with computer knowledge.
- Applicant must be a Graduate, preference will be given to post graduate candidate.
- Applicant should apply to the Member Convener of Selection Committee through online/offline with all supporting documents within 10(Ten) days from the publication.
- The applicants must be conversant with Nepali Language.

The willing candidates may apply in the prescribed application format (copy enclosed) with all self attested documents in following manner:

- By Registered/Speed Post addressed to: -
The Executive Director,
District Social Audit Unit.,
Gorkhaland Territorial Administration,
Lowis Jubilee Complex,
Dr. S. K. Pal Road,
Darjeeling, Pin- 734101
- At the office of the Accountant, Personnel and Administration Department, Gorkhaland Territorial Administration, Lewis Jubilee Complex, Dr S.K Pal Road, Limbugaon, Darjeeling, Pin- 734101
- Applicants may apply through e-mail in the mail id: dsau.darjeeling@gmail.com
- Last date & time for submission of application: 19th July '22 till 5 P.M.

Executive Director & In-Charge,
District Social Audit Unit,

GTA

memo No. 24/DSAU/GTA22-23

Date: 05.07.2022

copy forwarded for information & necessary action to:-

1. The Director Social Audit Unit, West Bengal
- 2-3. The District Magistrate Darjeeling/ Kalimpong
- 4-7 The Sub-Divisional Officer, Darjeeling, Kurseong, Mirik & Kalimpong Sub Division.
- 8-16 The B.D.O (All) GTA area: with a request for wide publicity.
17. The D.I.O NIC Darjeeling: with a request to upload in the District Web Site.
18. The DI&CO, Darjeeling: with a request for wide publicity.

Executive Director & In-Charge,
District Social Audit Unit,
GTA

FORMAT FOR APPLICATION

To,

The Chairman,
Selection Committee,
District Social Audit Unit,
GTA

Dated

Sub: Application for the post of _____

1. Name in full (in BLOCK Letter)
2. Gender: - Male/Female (Tick whichever is applicable)
3. Father's/ Mother's Name:-
4. Date of Birth :- ___/___ / (DD/MM/YYYY)
5. Age in years (as on date of Advertisement):-
6. Date of Superannuation:-
7. Designation at the time of Superannuation:-
8. Nationality:-
9. Full postal address for communication:-
10. Permanent Address:-
11. Contact Details: - Phone number _____ / email id
12. Details of Experience:-
13. Educational Qualification:-
14. Computer Knowledge, if any:-
15. Whether Medical Fitness Certificate attached: - Yes/No
16. Whether any Departmental Proceedings drawn against: -
Yes/No If yes, whether any penalty imposed: - Yes/No

Declaration:

I solemnly declare that all statements made in this application are true, complete and correct. Original documents will be produced on demand. I understand that the concerned authority reserves the right to reject my candidature upon short listing of the candidates based on qualifications and experiences, or for furnishing false information/documents by me.

Documents to be submitted:-

- 1) Residential Proof (Any Govt. Identity Document)
- 2) Age Proof document
- 3) Proof of experience
- 4) Pension payment order/certificate of superannuation
- 5) Document of educational qualification
- 6) Computer learning certificate, if any

Place:-

Date:-

Signature of the Candidate

(Last date & time for submission of application is 19.07.2022 till 5.00 PM.)