

**OFFICE OF THE EXECUTIVE OFFICER, HOWRAH ZILLA PARISHAD
6, RISHI BANKIM ROAD, HOWRAH - 711101**

Employment Notice No. : 784/HDP

Date : 15.12.2023

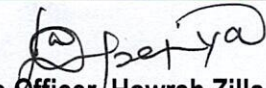
**RECRUITMENT OF EXECUTIVE ASSISTANT ON PROMOTION AT DIFFERENT GRAM PANCHAYATS
UNDER HOWRAH DISTRICT**

Applications are invited in the prescribed format from the eligible candidates i.e. from the Secretaries and Job Assistants posted at different Gram Panchayat under Howrah District for recruitment of Executive Assistant on promotion. The willing candidates shall be required to apply directly to the Executive Officer, Howrah Zilla Parishad (DP&RDO Section) on or before the closing date 05.01.2024, up to 5:00 p.m. Applications will have to be dropped in the drop-box kept in the office of the DP&RDO, Howrah at 2nd Floor of New Collectorate Building on office days before last date and time. A candidate must go through the instruction thoroughly and carefully before submitting application. Any omission / suppression of information shall lead to rejection of application or candidature at any stage of the process without any further information.

Selection will be made on the basis of merit-cum-seniority through an open competitive examination to be conducted by the District Level Selection Committee, Howrah District.

The tentative date of written examination for the purpose is 20.01.2024.

Name of the Post	Eligibility Criteria	Vacancies	Scale of Pay	Syllabus for Written Examination
Executive Assistant	1. The posts shall be filled up by promotion from amongst the serving confirmed Secretaries and Job Assistants of Gram Panchayat having not less than six years of continuous and satisfactory service in the said post within the District. 2. Provided that the promotion to the post shall be made on basis of merit-cum-seniority.	Total – 59 UR – 43 SC – 11 ST – 5 (21 vacancies for Secretary & 38 vacancies for Job Assistant)	PB-3 (Rs.7100 – 37600/-) Grade Pay Rs. 3600/- Level – 9 (Rs. 28900/- 74500/-)	Panchayat Act, Rules, Schemes implemented by Gram Panchayats

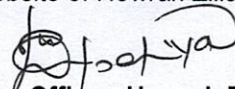

Executive Officer, Howrah Zilla parishad
&
Chairman
District Level Selection Committee, Howrah

Memo No. : 784/1(19)/HDP

Date : 15.12.2023

Copy forwarded for information to :

1. Additional Executive Magistrate, Howrah Zilla Parishad
- 2-3. The Sub-Divisional Officer, Sadar / Uluberia, Howrah.
4. The District Panchayat & Rural Development Officer, Howrah
- 5-18. The Block Development Officer & Executive Officer (All), _____ Development Block & Panchayat Samiti with a request to publish in the Block, Panchayat Samiti & Gram Panchayat Offices and submit a compliance.
19. The DIO, NIC, Howrah with a request to upload the notice in the website of Howrah Zilla Parishad.


Executive Officer, Howrah Zilla parishad
&
Chairman
District Level Selection Committee, Howrah

To
The Executive Officer,
Howrah Zilla Parishad &
Chairman, District Level Selection Committee,
6, Rishi Bankim Road, Howrah - 711101
Howrah.

Affix recent
Passport Size
Photograph

**APPLICATION FOR PROMOTION TO THE POST OF EXECUTIVE ASSISTANT FROM THE POST OF SECRETARY
AND JOB ASSISTANT OF GRAM PANCHAYATS**

1. Name of the applicant (In Block Letter): _____
2. Father's / Husband's Name : _____
3. Permanent Address : _____

_____ PIN _____
4. Address for Communication : _____

_____ PIN _____
5. Educational Qualification : _____
6. Date of Birth (DD/MM/YY) :

--	--	--	--	--	--	--	--
7. Date of Joining in the post of Secy. / JA
(Whichever is earlier with name of the post) : _____
8. Whether belongs to : GENERAL / SC / ST / OBC – A / OBC – B
9. Whether declared Permanent & Confirmed
If so, the date of confirmation & order number
should be mentioned. : _____
10. Mobile No. (if any) : _____
11. E-mail ID : _____

N.B. : Two copies of signed passport size photograph is to be enclosed

- I, _____ solemnly declare that -
- a) All statements made in this application are true, complete and correct ;
 - b) I agree to take the examination on the condition that if at any stage, I am found ineligible for admission to the examination, my candidature will be treated as cancelled.

Yours faithfully,

Date : _____

Place : _____

(Full signature of the candidate)

Certified that the facts provided at Sl. No. 6, 7, 8 & 9 above have been verified with the Service Book and found correct. The incumbent has submitted Assets Statement for the last 3 years. His / her OPR has duly been received for the last 3 years and no vigilance case / disciplinary proceeding is pending against his / her name.

Executive Officer
Panchayat Samiti