

Government of West Bengal
Office of the Sub Divisional Officer
Bongaon, North 24 Parganas

No. G/3251/SDO/BGN

Dated- 14/07/2025

Sub: - Notification for inviting application from eligible candidates to the post of HHW in Bongaon Municipality, North 24 Parganas.

Applications are invited from the eligible women candidates (married / divorced / widow) to fill up the vacancy to the post of Honorary Health Workers (HHWs) as per terms and conditions stated below:-

1. Name of the post: Honorary Health Worker (HHW)
2. No. of Vacancy: 1(One). Status of the post: - Unreserved, Ward No. 05.
3. The Candidate must be the resident of Bongaon Municipality, North 24 Parganas.
4. Age: 30-40 years as on 1st day of the calendar year i.e. as on 01.01.2025. In case of SC / ST / OBC candidates, the lower age limit may be relaxed to 22 years i.e. candidates belonging to SC/ST/OBC may apply whose age is between 22-40 years as on 01.01.2025.
5. Educational qualification: Minimum Madhyamik or equivalent examination passed. 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).
6. Candidates having experience in social service will be preferable (supporting documents to be provided).
7. Terms & Conditions:
 - i). Honorarium of the HHW will be Rs. 5250.00 (Rupees Five thousand Two hundred fifty only) per month.
 - ii) The HHW will be engaged on contract basis initially for a period of 1 (one) year on probation from the date of joining of HHW and shall be extended further on the basis of satisfactory performance and on obtaining approval for extension from the UD & MA Department.
 - iii) The candidates will have to apply in the prescribed Application Format. Application Form can be downloaded from the website of Bongaon Municipality (www.bongaonmunicipality.org) and can also be collected directly from the Health Department of Bongaon Municipality, North 24 Parganas.
 - iv) Candidate must enclose self-attested copy of Proof of Age (Madhyamik Admit card), proof of residence (Aadhaar Card / Voter ID / Ration Card), Mark sheet of Madhyamik or equivalent examination as applicable, proof of SC / ST / OBC candidates, as per certificate issued by the competent authority.
 - v) Candidate must be married/divorced/widow. (to established the marital status for the candidate the applicant must enclose attested copy 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.)
 - vi) Mobile number of the applicant to be given.

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vii) The filled up application along with supporting documents in sealed envelope have to be submitted in the drop box at the office of SDO Bongaon or at the office of the Bongaon Municipality from 21.07.2025 to 14.08.2025 on any working day between 11.00 am to 4 pm.

8. The selection would be based on:-

i) Eligible candidates will be called for interview in the ratio of 1:10 for the vacancy of HHW based on the marks obtained in the Madhyamik or equivalent examination.


ii) Marks obtained by the candidate in the Madhyamik or equivalent examination (90% weightage).

iii) Score in the interview (10% weightage)

iv) Final merit list will be prepared based on marks obtained by the candidate in the Madhyamik or equivalent examination and score secured in the interview taken together.

9. No TA/ DA will be allowed to attend the interview.

10. The Selection Committee of this Municipality has reserved the right to rectify errors and omissions, if any in the selection process. The selection committee also has reserved the right to cancel this notification without showing any reason to anybody else under any special circumstances.


Sub Divisional Officer
Bongaon, North 24 Parganas

To
The Sub Divisional Officer,
Bongaon, North 24 Parganas.

Paste (Do not pin or staple here). Recent passport size colour photograph of size 3.5 cm x 3.5 cm. The colour photograph should not be more than 3 months old. Please put your signature across the photograph.

Advertisement No. -

Dated -

Application for the post of Honorary Health Worker (HHW)

1. Full Name (in block letter) :
2. Name of the Father / Husband (in block letter) :
3. Date of Birth (according to Christian era):
4. Age as on 01.01.2025 :
5. Nationality (in block letter) :
6. Religion (in block letter) :
7. Category (SC/ST/OBC):
8. Marital Status (Married/Divorced/Widow):
9. Full Permanent Address with Mob: No.:
- ii) E-Mail Address (if any):
10. Full Postal address (Present) :
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11. Educational Qualification

Name of Examination	Year of Passing	Subject	Marks Obtained	Percentage (%)	Division/Class	Name of the Board/ University

12. Experience and other Proficiency (Please specify with copy of supporting documents) :

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13. Whether the candidate is presently working in any organization under Government of West Bengal/ Private Institution (Please specify with copy of supporting documents) :

Declaration

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature for the above recruitment is liable to be cancelled forthwith.

Yours faithfully

Full signature of the candidate

Documents to be attached with the application

- Two copies of recent colour passport size photograph- one to be pasted on the application and one additional to be enclosed.
- Self-attested copies of certificates and documents showing age (Madhyamik pass certificate issued by concerned Board) and educational qualification (issued by concerned Board & University). All original certificates will be checked at the time of interview.
- Age will be reckoned as on 01.01.2025
- Two self-addressed envelope (4"x9") should be enclosed with the application.

****Last date for receiving application is 14/08/2025 up to 4 p.m.**