

**Swachh Bharat Mission (Gramin),  
Lowis Jubilee Complex,  
Gorkhaland Territorial Administration: Darjeeling**

Memo No: **313 / SBM / GTA / 2025-26**

Date: **29/8/2025**

**Notification for Engagement of Contractual Post of District Co-Ordinator, under Swachh Bharat Mission (Gramin) Cell  
in the District of Kalimpong**

Applications are invited from eligible candidates (Indian citizen only) for selection to the post of DISTRICT CO-ORDINATOR, SBM Cell, Kalimpong on a purely TEMPORARY and CONTRACTUAL basis for Swachh Bharat Mission Cell in the district of Kalimpong. Interested candidates are required to submit hard copies of application forms along with required documents in the drop box kept at the Office of Swachh Bharat Mission Cell, DM office Kalimpong (Top Floor of Land Building) from the date of this notification to **18<sup>th</sup> September 2025** on all working days from 11 am to 3 pm. Applications may also be dropped at the Drop Box in the following offices:

1. Block Development Office, Kalimpong I Block
2. Block Development Office, Lava Block
3. Block Development Office, Pedong Block
4. Block Development Office, Gorubathan Block

Applications received by hand or registered post after the scheduled date and time will be rejected.

**Last Date of Receipt of Application: 18.09.2025**

Prescribed application form (**Annexure-A**) may be downloaded from Kalimpong District website <https://kalimpong.gov.in>

Photocopy/typed/printed/scanned copy of the Application Form will also be accepted, but the application format should strictly be in the format (**Annexure A**) advertised in the website <https://kalimpong.gov.in>. Any application in different format shall be summarily rejected.

Details of vacancy, eligibility and other criteria is mentioned below. **Engagement is purely on Contractual Basis.**

The contract may be renewed on yearly basis upon satisfactory performance by the incumbent.

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**Name of Post, Eligibility Criteria and other details:**

Post	Eligibility Criteria	Mode of Examination & Merit List Preparation	Distribution of Marks			Monthly Consolidated Remuneration	Appointing Authority
			Sl No	Subject	Marks distribution		
District Coordinator (DC) No of Vacancy: 1	i) Age: 30-40 years as on the date of Notification ii) One year Post Graduate Diploma in Public Health or Post Graduate Degree or Diploma in Rural Development / Social Work iii) Minimum 3 years experience of working in community organization in any renowned organization.	• Written Test including computer test will be arranged for the eligible candidates • Out of the successful candidates of written examination, an interview will be conducted. • Final merit list will be prepared on the basis of aggregate marks obtained in the Written and Interview.	1	Nepali (Madhyamik Std)	20	Rs. 27,000.00	Principal Secretary, Gorkhaland Territorial Administration
			2	English (Madhyamik Std)	20		
			3	Logical Reasoning/ mental ability	15		
			4	GK & Current Affairs (including sanitation)	15		
			5	Computer Ability Test	20		
			6	Total Marks of Interview	10		

Name of the candidates eligible for appearing in the examination along with date, time and venue of examination will be made available in the Kalimpong district website <https://www.kalimpong.gov.in> in due course of time. The admit card for the examination of the eligible candidates can be downloaded from the district website <https://www.kalimpong.gov.in>. Candidates unable to download admit cards issued to him/her, should contact the Office of the Nodal Officer, SBM(G), Kalimpong well in time before the examination.

The final Merit List / Panel will be valid for one (1) year from the date of approval of the merit list by the District Level Selection Committee. If equal marks are obtained by more than one candidate, preference will be given to the candidate inter senior in age as on the date of notification.

**No TA/DA will be provided for appearing the Written Test, Practical Test as well as the Viva Voce Test.**



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**General Guidelines**

1. The application is to be filled up in Block / CAPITAL LETTERS.
2. Along with the Application, the candidates are required to submit self-attested photocopy of Class X Board Exam, Admit card, Mark Sheet of all Academic Qualifications, Certificate of Computer Education and Experience Certificate, Voter Card / Aadhar Card and 2 recent Color passport size Photographs (1 to be self attested and pasted in the application form). The candidate is advised to write his / her name with father's / guardian's name at the back of the additional photograph.
3. Defective/Incomplete applications and applications without full signature / photo will be summarily rejected.
4. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement his/her candidature shall be summarily rejected.
5. The filled in application form (**Annexure A**) (in original) shall have to be submitted super scribing the envelope as "**Application for the post of DISTRICT CO-ORDINATOR under Rural Sanitation SBM(G) Cell, Kalimpong District**"
6. Only shortlisted candidates will be asked to produce all relevant original certificates along with the attested photocopies for verification at the time of interview, failing which their candidature shall be rejected without any further communication.
7. Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlist for his / her application through persons, officials of Government, or agencies will disqualify him / her, and will be disregarded and will render the candidate ineligible.

**Note: If any changes takes place in the eligibility criteria, syllabus of examination, date of examination, vacancy position, other issues directly related with this notification will be brought to the notice of candidate through the Kalimpong District website : <http://kalimpong.gov.in> or in the manner to be decided by the District Level Selection Committee.**

Sd/-

Project Director,  
SBM(G), DRDC, GTA

**Annexure-A**

**Application Format**

(To be filled in BLOCK LETTERS only)

Ref: Memo no. \_\_\_\_\_

Dated: \_\_\_\_\_

To,  
The Project Director,  
Swachh Bharat Mission (Gramin)  
DRDC, GTA,  
Darjeeling.

Paste self- attested  
recent colour  
passport  
photograph

Sub: Application for the post of DISTRICT CO-ORDINATOR (DC) under SBM(G)Cell, Kalimpong

1. Name of Applicant: \_\_\_\_\_

2. Mother's / Father's / Husband's name: \_\_\_\_\_

3. Present Address:

Village: \_\_\_\_\_ P. O: \_\_\_\_\_

P.S.: \_\_\_\_\_ District: \_\_\_\_\_

Pin Code: \_\_\_\_\_

4. Permanent Address:

Village: \_\_\_\_\_ P. O: \_\_\_\_\_

P.S.: \_\_\_\_\_ District: \_\_\_\_\_

Pin Code: \_\_\_\_\_

5. Date of Birth: \_\_\_\_\_

(Self-attested photograph of valid age proof to be submitted)

6. Gender: \_\_\_\_\_

7. Nationality: \_\_\_\_\_

8. Residential Proof: \_\_\_\_\_

(Self-attested photocopy of Voter Card/Aadhar to be attached)

9. Email ID: \_\_\_\_\_

10. Phone Number / Whats App number: \_\_\_\_\_



11. Academic Qualification (Self-attested Photocopies to be Attached)

SL. No.	Name of Examination and Board	Name of School / College/university	Year of Passing	Percentage of marks obtained	Subjects	Remarks

12. Details of Work Experience, (Photocopies of Certificate from Competent Authority to be Attached):

Name of Post, Duration, Name of the organization with address and phone number

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13. Qualification on Computer Knowledge (Photocopies of Certificate from Competent Authority to be Attached):

Name & Duration of the course: \_\_\_\_\_

Name of Institution with phone number: \_\_\_\_\_

**DECLARATION**

**I do hereby declare that statement made in the application are true and correct to the best of my knowledge & belief and in the event of any information being found false, my candidature is liable to be cancelled.**

Place: \_\_\_\_\_

Date: \_\_\_\_\_ (Full Signature of the Candidate)

\_\_\_\_\_

**For office use**

Post: District Coordinator

Eligible ☐/ Ineligible ☐: Remarks, if any, \_\_\_\_\_

SL. No. \_\_\_\_\_

Checked by: \_\_\_\_\_

Signature