

**NEW TOWN KOLKATA DEVELOPMENT AUTHORITY**  
(A Statutory Authority under the Government of West Bengal)  
Plot No. DG/13, Premises No. 04-3333, Action Area - ID

New Town, Kolkata 700 156

No. 5863/NKDA/ADMN(Health)-02/2024

Dated, the 18<sup>th</sup> day of July, 2025.

**Advertisement for engagement of Honorary Health Workers (Female) on honorary basis**

Applications are hereby invited from **eligible female candidates** for the engagement of **15 (fifteen) Honorary Health Workers** on an honorary basis to assist in community-level health and outreach activities within the jurisdiction of **New Town Kolkata Development Authority (NKDA)**, as per details given below:

1.	Name of the Position	:	Honorary Health Worker
2.	Period of engagement	:	Initially for 01 (One) year.  The contract can be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract may be terminated on one month's notice from either side or on payment of one month's pay in lieu thereof. Unauthorized absence may lead to termination of the engagement.
3.	Monthly Honorarium	:	₹5,250/- (Rupees five thousand two hundred fifty only), subject to revision as per applicable norms.
4.	Nature of Duties	:	To work as Health Workers in the community to create awareness of health, to mobilize the populace, specially the economically weaker community, towards local health planning and increase utilization and accountability of the existing health services by implementing family planning and immunization programmes, assisting pregnant mothers and new born children to enable them to avail themselves of the health services etc. as per the guidelines of the Government issued from time to time.
5.	Area of operation	:	Candidates selected shall be assigned to work within any part of NKDA's jurisdiction, as may be decided by the administration of NKDA.
6.	Eligibility Criteria	:	1. <b>Nationality:</b> Must be an Indian citizen and female. 2. <b>Age:</b> Must be between 30 and 40 years as on 01.01.2025. 3. In case of <b>SC/ST/OBC(A/B)</b> candidates, the lower age limit may be relaxed to 22 years. 4. <b>Marital Status:</b> Must be married / divorced / widowed. 4.1. Valid documents such as marriage certificate, voter

			<p>card/Aadhaar with husband's name, divorce decree, or death certificate of husband must be furnished, as applicable.</p> <p>5. <b>Educational Qualification:</b> Must have <b>passed Madhyamik or equivalent examination</b> from a recognized board. Marks in the additional subject will not be considered.</p> <p>6. <b>Residential Criteria:</b></p> <p>6.1. Must be a <b>permanent resident of NKDA area</b> <b>OR</b></p> <p>6.2. Must be a resident of <b>adjoining Blocks (Bhangar-II or Rajarhat)</b> <b>OR</b></p> <p>6.3. Must be a resident of <b>any Ward under Bidhannagar Municipal Corporation.</b></p>
7.	<b>How to apply</b>	:	<p>Interested candidates shall submit <b>offline applications</b> in the prescribed format (Annexure-I), along with the following self-attested documents:</p> <ol style="list-style-type: none"> <li>Proof of age (Madhyamik admit card/certificate)</li> <li>Madhyamik pass certificate and marksheet</li> <li>Proof of marital status</li> <li>Proof of residence (Aadhaar card / Voter ID / Ration Card)</li> <li>Caste certificate, if applicable</li> <li>Two recent passport-size photographs</li> </ol> <p>All documents should be placed in a sealed envelope clearly superscribed with:  <b>"Application for the post of Honorary Health Worker, NKDA"</b></p> <p>The application should be submitted to the following address:  Chief Executive Officer  New Town Kolkata Development Authority (NKDA)  Plot No. DG/13, Premises No. 04-3333  Action Area I-D, New Town, Kolkata - 700156</p>
8.	<b>Selection Procedure</b>	:	<ol style="list-style-type: none"> <li>Shortlisting of eligible candidates will be done based on marks obtained in Madhyamik or equivalent examination (weightage: 90%).</li> <li>Shortlisted candidates will be called for a <b>personal interview</b> (weightage: 10%).</li> <li>Final selection will be based on the combined score and the decision of the Selection Committee shall be final.</li> <li>No TA/DA will be admissible for attending the interview.</li> </ol>

9.	General Instructions	:	<ul style="list-style-type: none"> <li>a) Engagement is purely honorary and does not guarantee any future absorption or employment under NKDA.</li> <li>b) Canvassing in any form shall lead to disqualification.</li> <li>c) NKDA reserves the right to cancel or modify the recruitment process without assigning any reason.</li> <li>d) Original documents must be produced at the time of interview for verification.</li> </ul>
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The last date for receiving applications is the 29<sup>th</sup> Aug ~~July~~, 2025 (1730 hrs). Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma will be rejected and no correspondence shall be entertained in this regard.

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## Annexure-i

**APPLICATION FORM for THE POST OF HHW**

(Please fill the application form in CAPITAL LETTERS in own handwriting with Black/Blue Ball point pen)

For Office Use  
only 7/2025  
Received on \_  
/  
Index No:  
  
Roll No :  
.....

To  
The Chief Executive Officer,  
New Town Kolkata Development Authority,  
North 24 Parganas, West Bengal  
Sub : Application for engagement as HHW  
Ref : Notice Vide Memo No.: dated

Paste  
self  
attested  
recent  
colour  
passport  
Size  
photograph  
of the  
applicant

Name in full : .....

Age as on 28.03.2023:.....Years.....Months.....Day.....  
(As per Madhyamik Admit Card)

Date of Birth

D	D	M	M	Y	Y	Y	Y

Husband's Name:.....

Father's Name: .....

Address : Village....., G.P./ ULB ..... Ward no. (in case of ULB).....

P.S. .... District..... State..... Pin.....

Category: SC ☐ ST ☐ General ☐ OBC ☐

SC/ST Certificate No. (if applicable):..... Ration Card No. ....

Aadhar No..... Occupational details..... Contact Number.....

Distance of house from the Sub-Centre (in Kms) .

Details of Madhyamik or equivalent examination:

Name of Examination	Year of Appearance / Passing	Board / Council	Total Marks of the Exam	Total Marks Obtained	% of Marks obtained
Madhyamik or equivalent Examination					

Details of Experience (if any) : .....

Enclosures 1) Birth Certificate or Admit Card of Madhyamik or equivalent Examination (Self attested photocopy)

2) Voters Identity card (EPIC), Aadhar and Ration Card (self attested photocopy)

3) Marksheet and Admit card of Madhyamik or equivalent Examination (self attested photocopy)

4) Marriage Certificate/Decree of Divorce/Self Declaration on Marital Status (in Annexure-A) certified by EA/Secretary and Health Supervisor of concerned Gram Panchayat.

5) If applicable SC/ST Certificate (Self attested photocopy)

6) If applicable Certificate from appropriate authority in case Of Grade I & Grade II SHG Members and trained Dais/ Link -workers.

**Declaration:** I have read carefully the notice and understood it fully. I do declare that all the statement made on this application are true complete and correct to the best of my knowledge and belief. In the event of the above information being found false/incorrect at any stage my candidature is liable to be cancelled forthwith. This is also to certify that I have no criminal record anywhere and if any criminal record is found my candidature will be summarily rejected even if I get selected for the post. I am fully aware that the engagement is purely Contractual and Temporary and I shall not claim for permanent engagement by virtue of this in future.

Place:

Date:

Full Signature of the Applicant