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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
Office of the Sub Divisional Controller (Food & Supplies)  
Cooch Behar Sadar  
Ph. No. 03582 - 227949, Email. scfs.cbr.wb@gmail.com

Memo No. 670/SCF&amp;S/CBR-2020

Date 11.03.2020

**VACANCY NOTICE**

In pursuance of approval of the Government in Food & Supplies Department Vide Order No. 914-FS/Sectt/Sup/4M-195/19 dated 04.03.2020 of the Additional Secretary, Department of Food & Supplies, Government of West Bengal, applications are invited from intending Self Help Groups/Registered Co-Operative Societies/Semi-Government organisations/Individuals/Groups of Individuals as an entity for filling up the vacancy of FPS dealership at **VILL-NABABGANJ BALASI, G.P. DEWANHAT, BLOCK-COOCH BEHAR-I, P.O-DEWANHAT, P.S-KOTWALI, PIN-736134 IN THE DISTRICT OF COOCH BEHAR.**

While selecting suitable candidate for offering FPS dealership licence under the West Bengal Public Distribution System (Maintenance & Control) Order, 2013, preference may be given to Self Help Groups especially the Women's Self Help Groups.

Application in prescribed Proforma (Form-C) along with requisite documents and application fee of Rs. 1000/- (Rupees One Thousand) only through Treasury Challan/GRIPS (under the Head of A/c 1456-00-800-001 Civil Supplies-27-other receipts) should be submitted to the office of the Sub-Divisional Controller, (Food & Supplies), Raghunathpur, by Registered Post/Speed Post or by hand in a sealed cover super scribed "**Application for engagement as FPS dealer at VILL-NABABGANJ BALASI, G.P. DEWANHAT, BLOCK-COOCH BEHAR-I, P.O-DEWANHAT, P.S-KOTWALI, PIN-736134 IN THE DISTRICT OF COOCH BEHAR.**" during working hours on any working day within 30 (thirty) days from the date of publication of the notification.

Please note that the crucial date for determining the last date of application shall be the date of publication of the notification in the *Official Gazette* or the date of publication of the indicative advertisement in the news paper, whichever is later.

Incomplete applications or application received after the stipulated date will be summarily rejected.

Specimen copy of application form will be available at the office of the Sub-Divisional Controller (Food & Supplies), Cooch Behar Sadar

Application form can also be downloaded from official website of the department i.e. [www.wbpds.gov.in](http://www.wbpds.gov.in)

**Eligibility criteria: –**

1. The applicant must be an adult Indian Citizen (s).

2. If the applicant be individual(s), he/she/they should be a permanent resident in this Sub-Division where the vacancy occurs.
3. The applicant should have knowledge for both reading and writing in local language prevailing in the area for which the vacancy stands.
4. The applicant should possess a suitable godown (in observance with the guideline issued by Deptt. of Food & Supplies vide No. 1707-FS/Sect/Food/4P- 9/2012(Pt-II) dated 21.07.2014) within the advertised area for storage of food grains and running the dealership. The size of godown should be minimum 400 sq. ft. along with covered space of 200 sq. ft. adjacent to godown to be used for office purpose and for FPS automation. There must be shade in front of the shop to accommodate at least 20 people who may wait in the queue. The godown must be well ventilated pucca structure with a concrete floor.
5. There has to be adequate space for loading and unloading of stock as well as for queuing of vehicles.
6. The applicant, for dealership must have Bank Balance of at least Rs. 5.00 lakh (Five lakh) as working capital reflected on the day of application and one year preceding the date of application.
7. The applicant must be prepared to furnish, on engagement, a security deposit of Rs. 25000.00/- (Twenty Five Thousand only) and Licence Fee of Rs. 10,000/- (Ten Thousand only) through Treasury Challan/GRIPS under appropriate Head of Account.
8. The applicant (in case of individual) should not be employed in any Government/Semi Government Organization/ School and should not be an elected member of any Panchayet Raj Institution/Urban Local Body.
9. The applicant must not be convicted in any court of law/implicated in any criminal case.

The applicant must fulfil the above eligibility criteria.

**The applicant must submit along with application in Form-C the supporting document as follows:**

1. Recent passport size color photograph (to be self attested and affixed on the application form).
2. Affidavit as per Annexure-I to Form-C under the WBPDS (M&C) Order, 2013.
3. Proof of citizenship (Photocopy of EPIC/Aadhar Card/PAN Card/Passport).
4. Proof of residential address.
5. Proof of educational qualification.
6. Proof of unemployment by means of self declaration in plain paper / Employment Bank Card.
7. Documents regarding possessional right over the proposed place of business (photocopy of deed Record or Right/10 years lease/tenancy agreement/rent receipt etc).
8. Documents regarding character of land.
9. Proof of financial solvency (Account statement/photocopy of updated passbook issued by a recognized bank).
10. A layout map of the offered godown indicating space for loading/uploading of trucks and approach road.
11. Photocopy of Registration Certificate issued by the competent authority (in case of SHG/Co-Operative Society).

**Conditions:—**

- The functioning of the dealership shall be governed by the provisions as laid down in the West Bengal Public Distribution System (Maintenance & Control) Order, 2013 as amended from time to time.
- Any form of canvassing will automatically disqualify a candidate for engagement.
- Any suppression of fact or incorporation of wrong information in the application form will be considered as a gross disqualification for a candidate.
- The government in Food & Supplies Department reserves the right to reject any application without assigning any reason thereof and will not entertain any correspondence on this score.

ARUN KUMAR SAHU  
Sub-Divisional Controller,  
Food & Supplies, Cooch Behar Sadar