



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, ALIPURDUAR
"DOOARSKANYA" Integrated Administrative Building,
Alipurduar Court, Po- Alipurduar court, Dist- Alipurduar, Pin- 736122

Memo No. 11/RUP/DPMU/19

Date. 28/02/2019

NOTIFICATION

As per the notification Memo No. 957-SW/O/RP-02/2019, dated 15-02-2019 of the Women Development and Social Welfare Department, Government of West Bengal a notice is hereby given for Engagement of Accountant (Two posts) and Data entry operator (Seven posts) in the District Project Management Unit, Rupashree Prakalpa, Alipurduar on purely contract basis.

Selected persons will be engaged/appointed on contractual basis for a period of one year as per the below noted details:-

1. Name of the post
Location of Vacancy.

:Accountant

:1 in District, 1 in SDO Office, (1 post is reserved for the Scheduled caste candidates)

Applicant must be a citizen of India

Location

:Alipurduar

Age

: Not more than 40 years as on the first date of the year of publication of advertisement i.e. 01.01.2019.

For retired government employees upper age limit will be 64 years as on first date of the year of publication of advertisement i.e. 01.01.2019.

Candidates belonging to Scheduled Castes & Scheduled Tribes and other Backward Classes shall be entitled to a concession of five years (for SC/ST) and three years (for OBC) over the prescribed age limit respectively.

Essential Qualification & Experience

- Commerce Graduate with Honours.
- Working Knowledge of Computer and ability to work in MS Office package (MS Word, MS Excel, MS PowerPoint).
- Working Knowledge of spread sheet, Tally and Presentation package.
- Minimum 3 years of working experience in any Government or Non-Government Organisation.

Job Responsibility

: Overall responsibility of maintaining accounts for District Project Management Unit (DPMU) and / or Sub-Divisions, preparation of Report, compilation, forecast, analysis of various data etc.

Remuneration

Rs 15,000/- per month (Consolidated).

Remuneration of Retired Government Employees will be guided by Finance Department order no 10935-F (P), Dated- 05-12-2011.

Tenure of Service

: On yearly contract

2. Name of the Post
Location of Vacancy

: **Data Entry Operator**

: 1 in each Blocks (Total-6) and 1 post for Sub-Division (1 post is reserved for Scheduled Caste, 1 post is reserved for Scheduled caste(Exempted Category) 1 post for Scheduled Tribe and 1 post for OBC–A Category candidate), 1 post being Unreserved((Exempted Category)

Age

Applicant must be a citizen of India.

: Not more than 40 years as on the first date of the year of publication of advertisement i.e. 01.01.2019.

For retired government employees upper age limit will be 64 years as on first date of the year of publication of advertisement i.e. 01.01.2019.

Candidates belonging to Scheduled Castes & Scheduled Tribes and other Backward Classes shall be entitled to a concession of five years (for SC/ST) and three years (for OBC) over the prescribed age limit respectively.

Essential Qualification &
Experience

- Graduate in any Discipline.
- Working Knowledge of Computer and ability to work in MS Office package (MS Word, MS Excel, MS PowerPoint). Must have typing Speed 30 wpm
- Minimum 1 year of working experience in any Government or Non-Government Organisation.

Job Responsibility

: To do the work of data entry, report preparation and Compilation etc

Remuneration

:Rs 11,000/- per month (Consolidated)

Tenure of Service

: On yearly contract

Method of Engagement: (Accountant, DPMU & SDO Office and Data Entry Operator under SDO and BDO)

- The shortlisted applicants (based on the eligibility criteria) will be eligible for the written test District Selection committee will determine the cut-off mark for eligibility to appear for Computer Test and Personality Test. The final selection will be based on the aggregate of marks obtained in written test, computer test and personality test. If equal marks are obtained by more than one candidates, preference would be given to the candidate inter se senior in age as on first date of the year of publication of advertisement i.e. 01.01.2019.

- 100 point roster will have to be followed for both the posts mentioned above.
- Since the posts are district specific, applicants must be permanent resident of the District. i.e. Alipurduar.

Distribution of Marks for engagement to the post of Accountant:

- It will be a three stage selection against each post with 100 marks distributed as under:
 - Written Test comprising of General Knowledge & Current Affairs, General Mental Ability, Arithmetic, English and Accountancy having 50 marks
 - Computer Test having 40 marks
 - Personality Test having 10 marks

Distribution of Marks for engagement to the post of Data Entry Operator:

- It will be a three stage selection against each post with 100 marks distributed as under:
 - Written Test comprising of General Knowledge & Current Affairs, General Mental Ability, Arithmetic, and English weightage having of 40 marks
 - Computer Test having weightage of 50 marks
 - Personality Test having weightage 10 marks

Application received/delivered after 5.00 P.M on 01-04-2019(Monday) will not be considered under any circumstances.

Note: An applicant must be the Resident of the Alipurduar District

Address for Online Submission of Application:

Application should be filled through online mode only by visiting www.mgnregaalipurduar.org and clicking on the relevant link. Photocopies of all relevant duly self attested documents need to be uploaded through the portal only.

Admit card of all candidates eligible to sit for the written examination could be downloaded from the website after scrutiny of all the applications in due course which will be informed through the website.

After successful submission of the online form an acknowledgement slip would generate. Candidates need to submit photocopies of all the duly self attested documents along with a copy of the acknowledgement slip generated to the Office of the District Magistrate, Kanyashree Section (Room No-115), P.O-Alipurduar Court, Dist-Alipurduar, Pin-736122 within 01-04-2019 5:30 pm. Candidates are advised to apply online well before the last date of online submission of forms to avoid last minute hurry.

District Magistrate & Chairperson,
District Level selection Committee
Alipurduar

Dated 28/02/2019

Memo No: 11/RUP/DPMU/19

Copy forwarded with a request to publish the notice in your notice board for wide publicity:-

1. The Sabhadhipati, Alipurduar Zilla Parishad
2. The Executive Office, Alipurduar Municipality
3. The Executive Officer, Jaigaon Development Authority
4. The Sub-Divisional Officer, Alipurduar
5. The Secretary, Alipurduar Zilla Parishad
6. The Block Development Officer, Alipurduar-I/Alipurduar-II/ Falakata/ Kalchini/ Kumargram/ Madarihat-Birpara
7. SPMU Rupashree Prakalpa.
8. The DIO, NIC Alipurduar with a request to upload the notification and application format in the District Official Website www.alipurduar.gov.in and provide a link to the website www.mgnregaalipurduar.org
9. The DICO, Alipurduar are requested to publish the advertisement in 2 no's daily circulated newspaper (Bengali & English language).

District Magistrate & Chairperson,
District Level selection Committee
Alipurduar