Government of West Bengal
Office of the District Magistrate, Malda
(Social Welfare Section)

No 649 /DSW(MLD) Dated 16-06-2014

Notice

Application is invited for the following posts detailed below in connection with implementation of Kanyashree Prakalpa.. Application is to be made in the format given in Annexure I .

1. Name of the Post : Accountant
   No. of Vacancy : 1 (one), at the district. (Single Cadre,Unreserved)
   Age : Not less than 18 years and not more than 37 years as on 1.6.2014.

   Essential Qualification & Experience:
   Commerce Graduate with Accountancy Honours Certificate in Computer Applications from a reputed and recognized institute and ability to work in MS office package. Working knowledge of spread sheet, Tally and presentation packages.

   Experience : Minimum 3 years of working experience.

   Job Responsibility : Overall responsibility of Accounts for District Project Management Unit (DPMU)

   Salary : Rs 15,000/- per month (consolidated)

   Tenure of service : 3 (years) on contract.

2. Name of the Post : Accountants-cum- Data Manager

   No. of Vacancy : 2 (two) at the district.(1 reserved for SC, 1-Unreserved)

   Age : Not less than 18 years and not more than 37 years as on 1.6.2014.

Essential Qualification & Experience:

Commerce Graduate
Certificate in Computer Applications from a reputed and recognized institute and ability to work in MS office

Experience : Minimum 1 year of working experience.

Job Responsibility : Maintenance of Accounts
Salary : Rs 12,000/- per month (consolidated)
Tenure of service : 3 (years) on contract.

3. Name of the Post : Data Manager
No. of Vacancy : 17 (one), 1 for each block and 1 for each sub division.(Single Cadre for block & Sub division)
Age : Not less than 18 years and not more than 37 years as on 1.6.2014.

Essential Qualification & Experience:

Graduate in any discipline
Certificate in Computer Applications from a reputed and recognized institute

Experience : Minimum 1 year of working experience.
Job Responsibility : Maintain data entry operation
Salary : Rs 11,000/- per month (consolidated)
Tenure of service : 3 (years) on contract.

For application to the posts earmarked for block (Post of Data Manager-one for each block) applicant must be a resident of the concerned block, for posts earmarked for sub division (Post of Data Manager- one for each sub division) applicant must be a resident of the said sub division for district posts (Accountant-1 post and Accountants-cum- Data Manager-2 posts) applicant must be resident of the district.

Enclosures to be submitted along with application:

i) Proof of residence- self attested copy of certificate issued by Pradhan/ Sabhapati/ Sabhadhipati/ MLA / MP/ Group A officer of the State Government.
ii) Proof of age –self attested copy of certificate issued by WBBSE & other recognised board of examination.

iii) Qualification- self attested copy of certificate in support of essential qualification.

iv) Experience - self attested copy of certificate in support of experience.

v) Photograph- passport size photo self attested on the space in the format.

vi) Self attested copy of SC certificate (where applicable)

Application may be send by hand or by register post at the following address:

Name of the Post	Place of submission
1. Accountant	District Magistrate, Malda Social Welfare Section
2. Accountants-cum- Data Manager	District Magistrate, Malda Social Welfare Section
3. Data Manager	Respective office of the Block Development Officer & Sub Divisional Officer

Last date of submission of application: 30th June 2014.

In case of application to multiple posts separate application must be submitted. Selection will be either by written test followed by viva voce or viva voce alone depending on number of candidates. In either case computer test would be taken in the process.

16/06/14

Additional District Magistrate (G)
Malda

Memo No 649/1(47/DSW(MLD) Dated 16-06-2014

Copy forwarded for information and request for wide circulation to:-

1) The Joint Secretary, WCD & SW Department, Bikash Bhaban, Salt Lake.
2) The Chief Medical Officer of Health, Malda.
3-4) The Sub divisional Officer, Sadar/Chancha, Malda.
5) The DPRDO, Malda
6) The District Nodal Officer, NREGS, Malda
7) The District Officer of Minority Affairs, Malda
8) The District Informatics Officer, NIC, Malda with a request to display the notice along with annexure in the website of the District Magistrate, Malda.
9) The Secretary, Zilla Parishad, Malda.

10) The District Programme Officer, ICDS, Malda
11) The DPO, SSM, Malda.
12) The DI (Secondary), Malda.
13) The District Employment Officer, Malda
14) The DICO, Malda with a request to publish an insertion in two local dailies.

15-29) The Block Development Officer, (All), Malda

30-44) The Child Development Project Officer, (All), Malda.

45-47) CA to the District Magistrate / Additional District Magistrate (ZP)/ Additional District Magistrate (LR)

16/06/19

Additional District Magistrate (G)
Malda

Annexure I

To
The District Magistrate
Malda
PO& DIST-Malda, PIN-732101.

Sub: Application to the post of Accountant/ Accountants-cum- Data Manager/ Data Manager.(Strike out which are not applicable
Ref:

Space for self attested passport size photograph

Sir,

In reference to the above I wish to apply for the post of ..... (Please mention the name of the post) at .....(mention the name of the block and sub division for post of Data Manager, and for others put a cross in the blank space).

My personal detail is given below:

1. Name : .....
2. Father's Name.....
3. Complete Postal Address mentioning name of the Block / Municipality with PIN: .....
   .....
   .....
4. Date of birth: .....
5. Educational Qualification:

Sl No	Qualification (starting with essential)	Name of the University	Year of Passing	Percentage of Marks	Remarks, if any

6. Computer Knowledge:

Sl No	Name of the certificate/Degree etc	Institute from which certificate/ degree was obtained	Year of completion	Remarks

7. Experience :

Sl No	Name of the organization for which service was rendered	Designation/Post	Period of service	Remarks

8. Whether SC (for the post of Accounts-cum-Data Manager)-Yes/ No.
(If yes must enclose certificate of experience)
Enclosure:

yours faithfully

Place:
Date:

Full Signature of the Candidate