



GOVT. OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, JALPAIGURI
(RUPASHREE SECTION)

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Memo No- 34 /DPMU (KP)

Date- 28/12/2019

Notification

In pursuance of Memo No:- 955-SW/O/RP-02/2019 dated 15.02.2019 and Memo No :- 957-SW/O/RP-02/2019 dated 15.02.2019 of Department of WCD & SWD, Govt. of West Bengal, applications in prescribed format are invited from Indian citizens and permanent resident of Jalpaiguri District for the following post on temporary and contractual to be renewal on yearly basis in the District Project Management Unit (Rupashree Prakalpa), Jalpaiguri for the implementation of Rupashree Prakalpa. Eligible candidates shall be required to apply on or before the closing date i.e 25.03.2019. The relevant particulars like post , qualification , age limit , category of reservation , gender, monthly remuneration and anticipated vacancy position are stated in the following table-A. Candidates must go through the instruction thoroughly and carefully before submitting application. Any omission / suppression of information shall lead to rejection of application or candidature at any point of time during the recruitment process without further intimation. The condition so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by District Level Selection Committee, DPMU (Rupashree Prakalpa), Jalpaiguri.


Sl No	Name of the Post	Probable Vacancy	Age (as on 01.01.2019)	Educational Qualification & Experience	Other required Qualification	Remuneration
01	Accountant	03 (UR-1, UR (EC)- 1 SC-1.)	18-40 yrs.	1) Commerce Graduate with Honours. 2) Working knowledge of Computer & ability to Work in MS Office Package (MS Word, MS Excel, MS Power Point). 3) Working knowledge of spread sheet, Tally & Presentation package.	At least 3 (Three) years experience in the Govt. or Non Govt. Organization	Rs. 15,000/- p.m. (Consolidated)
02	Data Entry Operator	09 (UR-3, UR (EC)- 1, SC-1, SC(EC)- 1 ST-1, OBC (A) - 1, OBC (B) - 1.)	18-40 yrs.	1) Graduate in any discipline. 2) Working knowledge of Computer & ability to work in MS Office Packages. 3) Must have typing speed 30 wpm.	At least 1 (One) years experience in the Govt. or Non Govt. Organization	Rs. 11,000/- p.m. (Consolidated)

1. One candidate should apply for the one category of post only.
2. Candidates from SC, ST communities will be age relaxation of 05 years and OBC community will get relaxation of age 03 years as applicable as per rule over the prescribed age limit.
3. For retired employee upper age limit will be 64 years as on 01.01.2019 for the post of Accountant only.
4. Qualification as stated in the table must be possessed by the candidate on or before the publication of the advertisement. If it is found during verification of testimonials at any stage that candidate has acquired qualification as stated above at any date after date of publication of this advertisement, his / her candidature shall be summarily rejected.
5. All columns of the application form are to be duly filled in.
6. In case of regular / contractual employee NOC from current employer is required.
7. The candidate should be the resident of Jalpaiguri District.
8. **Mode of selection:** The written examination will be objective type & multiple choice questions. The subjects and the distribution of marks are as follows:

Name of Post	Subject	Allotted Marks
Accountant	Written Examination: GK, Current Affairs, General Mental ability, Arithmetic, English and Accountancy	50
	Computer Test	40
	Viva Voce	10
Data Entry Operator	Written Examination: GK, Current Affairs, General Mental ability, Arithmetic, English.	40
	Computer Test	50
	Viva Voce	10

9. The short-listed candidates in the written examination will be called for appearing computer test and Viva voce Test.
10. The final merit list will be prepared on the basis of total marks obtained in the Written Examination, Computer Test and the Viva-voce test.
11. The selection committee, Jalpaiguri reserves the right to reject any application not properly filled in or received after due dates.
12. Authority reserves the right to conduct the written test for all the post on a single date.
13. Admission to the examination will be purely provisional subject to verification at any stage. That is, candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance at the examination.
14. The short listed candidates for viva-voce should bring the documents in original and self-attested photocopies (for submission) in respect of identity proof, residential certificate, academic qualifications, cast certificate, date of birth, certificate of knowledge in computer and experience certificate for verification.
15. Information regarding date, time & venue of written test, computer test & Viva-voce will be uploaded on our district website hence eligible candidates are required to see the website: www.jalpaiguri.gov.in from time to time obtaining updated information.
16. Selected candidates shall perform their duties anywhere in Jalpaiguri district when posted.
17. **How to apply:**
 - a) The candidates should apply in prescribed application format attached with this notification and send it to the **The Chairman, District Selection Committee, Rupashree Prkalpa, Jalpaiguri, Office of the District Magistrate, (Kanyashree/Rupashree Section), Jalpaiguri, Pin-735101** by register post only. **No application will be received by hand.**
 - b) **Documents to be submitted with the application form.**
 1. Age proof: Madhyamik Admit Card/ Certificate
 2. Residence Proof: Voter Card/ Adhar card/ Ration card/ residential certificate of the chairman of Municipality/ Prodhan of concerned GP.
 3. Academic & Computer Qualification: Self attested copy of Academic & Computer qualification for the post as mentioned in TABLE -A.
 4. Certificate of Caste: Self attested copy of caste certificate issued by the appropriate authority.
 5. Experience Certificate: Self attested copy of experience certificate from appropriate authority as mentioned in TABLE-A.
 6. Two self addressed envelope with requires postage stamp be submitted with the application form.
 7. Two pass port size (2.5x3.5 cm) photo.copies duly signed by the candidate (One to be attached in the application format).

CLOSING DATE FOR SUBMISSION OF APPLICATION: 25/03/2019 UP TO 5:00 PM.


 District Magistrate & Chairman,
 District Level Selection Committee,
 Jalpaiguri.

(Name of the post applied for be written on the cover of the envelop during register post)

**Application for the post of 'ACCOUNTANT / DATA ENTRY OPERATOR',
Rupashree Prakalpa of Jalpaiguri District**

Name of the Post applied for: - _____

Affix a recent coloured passport size photograph duly signed by the candidate only.
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1. Name of the Applicant (in block letters) : _____
2. Father's/Husband's Name : _____
3. Nationality : _____
4. A) Category (GEN/SC/ST/OBC) : _____
- B) Whether Physically Handicapped : Yes () /No () (Please tick)
5. Gender (Male/Female) : _____
6. Present/Correspondence address : _____

7. Permanent Address : _____

8. Date of birth : _____(dd) _____(MM) _____(Year)
9. Age as on (01.01.2019) : _____
10. a) Educational qualification : _____
(X/ XII/ Graduation/ Post Graduation
Details to be filled below)

Sl. No.	Examination Passed	Name of the Board/University	Year	Total Marks	Marks obtained	Percentage of Marks

b) Qualification on Computer knowledge : _____

Examination Name	Institute	Year of Passing	Percentage / Grade	Course Duration (Months)

11. Work experience:

Organization	Duration	Post Hold

12. Contact NO. _____ Email address: _____

Declaration by the Candidate:- I do hereby declare that all the information furnished in my application are correct and complete and in case any information / Particulars are found incorrect , my candidature should be cancelled. I also hereby declare that I have not been convicted by any code of Law for any criminal offence or sentenced to imprisonment or associated with any kind of antinational or anti state activities and no adverse antecedents exists against myself. I also hereby declare that if there is any error or discrepancy in the above information furnished, I shall be wholly responsible and my candidature should be cancelled.

Date:-

Place: -

Full Signature of the Candidate

Documents to be submitted:-

1. Self Attested photo copies of a) Proof of residence domicile/residential certificate b) proof of Age, c) Educational/Essential qualification, d) Caste Certificate) Computer Knowledge f) Experience Certificate
2. The application to be submitted to the address mentioned in the advertisement through registered post only. (Hard copies by hand & by e-mail will not be accepted)
- 3.

Please ensure that the name of the post applied for be written on the cover of the envelop during register post.

Instructions for filling up and submission of Application Forms.

1. The application should be submitted by registered post only to the addressed given in point no. 4 and no application will be received by hand.
2. The application is to be filled up in BLOCK/CAPITALS LETTERS. A candidate can apply for only one post.
3. The applicant must be the domicile/ resident of the Jalpaiguri district for which application being submit the residential certificate.
4. The application is to be addressed to
The Chairman,
District Selection Committee, Rupashree Prakaipa,
Jalpaiguri,
Office of the District Magistrate, (Rupashree Section),
Jalpaiguri, Pin-735101.
5. The application format should strictly be on the format advertised in the website www.Jalpaiguri.gov.in . Any application in different format shall be summarily rejected.
6. Applicants must enclose two self addressed envelope with requisite postage stamp along with the application.
7. The envelope containing application must be super scribed by the name of the post applied for at the top i.e. "Application for Accountant/ Data Entry operator.
8. Application must be filled in properly and completely. Incomplete applications or without full signature/ photo shall be summarily rejected.
9. The Selection Committee reserves the right to reject any application without intimating the applicant at any stage of recruitment.
10. The last date for receiving of application by registered post is 25.03.2019.
10. The Committee shall not be liable for postal delay.
