

GOVERNMENT OF WEST BENGAL

Office of the District Magistrate, Kalimpong

(Rupashree Prakalpa)

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Memo No: 34 / SWL

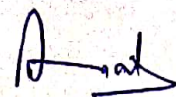
Date:- 19/02/2019

NOTICE

In pursuance of Memo No:955/SW/O/RP-02/2019 dt.15.02.2019, 956-SW/O/RP-02/2019 dt. 15.02.2019, 957-SW/O/RP-02/2019 dt. 15.02.2019, of the Women & Child Development and Social Welfare Department to the Govt. of West Bengal, filled in application in prescribed format is hereby invited from the eligible candidates for filling up of the following contractual posts in the "Rupashree Prakalpa", Kalimpong. The details of the vacancy are as follows:

| Sl. No | Name of the Post | No. of vacancy | Under Unit/Office | Educational Qualification | Other required Qualification | Consolidated monthly remuneration |
|--------|---------------------|----------------|-------------------|--------------------------------|--|-----------------------------------|
| 01. | Accountant | 01 | DPMU | Commerce graduate with honours | Working Knowledge of computer and ability to work in MS Office Packages (MS Word, MS Excel, MS Power Point) , Spread Sheet , Tally and Presentation . Minimum 3years of working experience in any Government or Non -Government Organisation . | Rs15,000/- |
| 02 | Accountant | 01 | SDO Office | Commerce graduate with honours | Working Knowledge of computer and ability to work in MS Office Packages (MS Word, MS Excel, MS Power Point) , Spread Sheet , Tally and Presentation . Minimum 3years of working experience in any Government or Non - Government Organisation . | Rs15,000/- |
| 03 | Data Entry Operator | 01 | SDO Office | Graduate in any Discipline | Working Knowledge of computer and ability to work in MS Office Packages (MS Word, MS Excel, MS Power Point) . Must have typing speed 30wpm. Minimum 1years of working experience in any Government or Non - Government Organisation . | Rs 11,000/- |
| 04 | Data Entry Operator | 03 | BDO Office | Graduate in any Discipline | Working Knowledge of computer and ability to work in MS Office Packages (MS Word, MS Excel, MS Power Point) . Must have typing speed 30wpm. Minimum 1years of working experience in any Government or Non - Government Organisation . | Rs 11,000/- |

- 2) The prescribed application form may be downloaded from the website <https://kalimpongdistrict.in/>
- 3) The envelope containing application must super scribed at the top by the name of the post applied for.
- 4) Application will be received from **20.02.2019 to 05.03.2019** both by post and by hand in the General Section of the Office of the District Magistrate, ground Floor, Kalimpong, Pin: 734301
- 5) Age will be calculated on the basis of **1.1.2019**
- 6) Application will be supported by self attested
 - (a) Two Photographs
 - (b) Age proof
 - (c) Qualification Certificate
 - (e) Residential proof
 - (f) Computer Certificate
 - (g) Mobile No and email id.
 - (h) Self addressed envelope with requisite postage stamp so that the admit cards can be sent in speed post.
- 7) Since the post are district specific applicants must be permanent residents of the concerned district.
- 8) The posts of Accountant will be filled up on the basis of written examination of 50(fifty) marks, computer test of the 40(fourty) marks and personality test of 10(ten) marks .
- 9) The posts of Data Entry Operator will be filled up on the basis of written examination of 40(forty) marks, computer test of the 50(fifty) marks and personality test of 10(ten). The successful candidates will be chosen at a ratio of 1:5 for computer test subsequently.
- 10) Candidates who succced in the computer test will, in the ratio of 1:5, have to appear in viva-voicc test carrying 10 (Ten) Marks.
- 11) The merit list of successful candidates in the ratio of 1:5 will be prepared which will stay valid for a period of 1 year.
- 12) The District Level Selection Committee, Kalimpong reserves the right to reject any application not properly filled in or received after due date.
- 13) 100 point roster will be followed for both the posts.
- 14) Agreement: The recruited to the post , upon having been selected by the selection committee, will have to enter into an agreement with the Government of West Bengal.



**District Magistrate
Kalimpong**

APPLICATION FORMAT

Application for the post of _____

To
The Chairperson of the District Level Selection Committee
&
District Magistrate, Kalimpong

One self
Attested recent
Passport size
Photograph

Sir,

In response to your advertisement in the _____ that you are going to recruit one contractual staff for DPMU/SDO/BDO Kalimpong. I beg most respectfully to apply for the above post. My full particulars are given below for your kind consideration.

1. Name of the Applicant(in block letters) : _____
2. Father's / Husband's Name : _____
3. Address for Communication : _____
Post Office: _____ :Block/ Municipality/Corporation _____
District : _____ Pin: _____
Mobile No: _____
4. Permanent Address : _____
Post Office: _____ :Block/ Municipality/ Corporation _____
District: _____ Pin: _____
5. Date of Birth : _____
6. Age (as on 01.01.2019) : _____
7. Sex (Male/ Female) : _____
8. Caste (Document attached) : _____
9. Nationality : _____
10. Academic Qualification: (From Madhyamik onwards) (Document attached)

| Sl No | Exam passed | Board/ University | Year of passing | Total Marks | Marks obtained | % of marks |
|-------|-------------|-------------------|-----------------|-------------|----------------|------------|
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11. Qualification in Computer (Document attached):
: _____

12. Work experience (Document attached)
: _____

DECLARATION

"I hereby declare that all statements made in this application are correct to the best of my knowledge and belief and in the event of my information being found false my candidature is liable to be cancelled"

Place: _____
Date: _____

Signature of the applicant