



*Office of the Purulia Zilla Parishad
SSK & MSK Cell*

NOTICE

Applications are invited from eligible candidates residing within the boundary of the State of West Bengal for engagement in the following purely contractual posts under **SSK/MSK Cell, Purulia Zilla Parishad**, Purulia. The engagement shall be for a period of one (1) year purely on contractual basis which may be renewed as per satisfactory performance of the incumbent. Eligibility criteria and other terms and conditions are indicated in the following.

Sl No	Name of the post	No. of post	Required Qualification/Experience	Age	Last date of submission of application	Consolidated Remuneration per month
1.	Programme Assistant –cum- Data Entry Operator	1 (One)	Graduation with 1 year full time Diploma in computer Application (minimum- MS-Office 10 version) from a recognized institute.	37 Years as on 01.01.2019		Rs. 12,150.00

Application procedure:

1. Willing candidates are requested to visit official website: <http://www.purulia.nic.in>. or <http://www.purulia.gov.in>.
2. Candidates are requested to submit online application form in the specified line given in the above website, from 01/07/2019 to 31/07/2019 up to 5.30 pm.
3. While filling up the form, candidates are requested to upload scanned copy of their recent passport size photograph in jpg format (taken within 6 months) of size not exceeding 50 KB with scan resolution of minimum 200 dpi.
4. Candidates are also required to upload scanned copy of their full signature in jpg format of size not exceeding 50 KB with scan resolution of 200 dpi.
5. Candidates are also required to upload self Attested scanned copy of their proof of identity (AADHAR/EPIC/DRIVINGLICENSE) in jpg format of size not exceeding 200 KB and with scan resolution of 100 dpi.
6. Candidates are also required to upload self Attested scanned copy of all original documents, viz. Certificates of educational qualifications, mark sheets, age proof certificate & other relevant documents related to other preferred qualifications criteria in relevant field. The size of the scanned documents altogether should not exceed 200 KB with resolution of 100dpi.

After successful submission of online application, a dynamic form showing the details of the candidate along with the uploaded photo and signature will be generated. Candidates are instructed to keep a printed copy of the form for record purpose. Also, after the successful submission of online application a unique Registration No. will be generated. Candidates are instructed to remember that Registration No. for future reference.

Under no circumstances offline application will be accepted. A candidate must go through the instruction thoroughly and carefully before submitting online application. Any omission/ suppression of information shall lead to rejection of application or candidature at any stage of process without further intimation.

ADMIT CARD of written examination can be obtained from www.purulia.nic.in. No postal communication will be made from this end.

All information will be available on the website www.purulia.nic.in. Applicants are requested to visit regularly the district website for any subsequent information/ updates in this regard.

The Additional Executive Officer, Purulia Zilla Parishad reserves the right to engage or to cancel any engagement to any aforesaid post or may be suspended / postponed at any point of time.

No TA / DA is admissible for appearing in written examination / computer test / personal interview.

Last date of submission application is 31/07.2019 up to 5.30 pm. Application received beyond the last date will not be considered.

Grounds for Rejection of applications:

1. Submission of Multiple applications for the same category of Post is not allowed. More than one application submitted for the same category of post shall be liable to be rejected.

2. Online generated application forms if submitted without copies of essential documents as mentioned above shall be summarily rejected.

3. Application will also be rejected if there is data mismatch in the filled in application form with reference to the soft copies of the documents submitted.

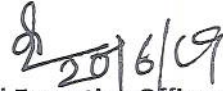
After due scrutiny of eligibility as per NOTICE, short listed candidates will be called for written examination.

Selection procedure:

1) A written examination of 50 (Fifty) marks will be arranged for the valid and eligible candidates [Mathematics & English].

2) For the successful candidates of written examination, a practical test of 25 marks on computer knowledge will be conducted.

3) Out of the successful candidates of both examinations, an interview on 25 marks will be conducted by the district [20 for academic qualification and 05 for personality test].


20/6/19
Additional Executive Officer
Purulia Zilla Parishad
Dated: 20/06/2019

Memo No: 121(13) /PZP/SSK/MSK /19

Copy forwarded for kind information with a request to arrange for wide publicity to:

1-4) The Sub-Divisional Officer (Sadar/ Jhalda/ Manbazar /Raghunathpur).

5) The District Nodal Officer, SSK & MSK Cell, PZP.

6) The DICO, Purulia with a request to publish in news paper.

7) The DIO, NIC, Purulia with a request to upload the notification in the district portal of Purulia and to make the necessary arrangement in the district portal for submission of applications online.

8) The DIA, PZP with a request to co-ordinate with the DIO, NIC, Purulia for the whole process.

9) CA to the Sabhadhipati, Purulia Zilla Parishad.

10) CA to the District Magistrate, Purulia.

11) CA to the Additional District Magistrate (ZP), Purulia

12) Office of the Notice-Board, Purulia Zilla Parishad.

13) Office copy


20/6/19
Additional Executive Officer
Purulia Zilla Parishad