

Government of West Bengal
Office of the District Magistrate, Purulia
Social Welfare Section, Purulia

ENGAGEMENT NOTICE

Applications are hereby invited from Indian citizens and willing candidates for engagement to various Contractual posts under District Project Management Unit, Purulia for Kanyashree Prakalpa in Purulia District in accordance with Notification No. 3593(20)-SW dated 07.11.2013 of the Women Development and Social Welfare Department, Women Welfare Branch, Government of West Bengal read with resolution of meeting of the State Level Steering and Monitoring Committee of Kanyashree Prakalpa, dated 31.10.2013 of the Government of West Bengal.

Eligibility Criteria for the various contractual posts and other conditions along with procedure of application and other processes for selection for engagement are given as follows. Engagement to all posts are for a Contractual Period of 3 years from the date of Contract.

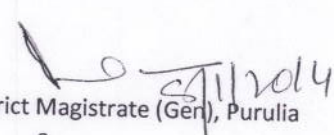
A. Details of Contractual Posts with Remuneration & Eligibility Criteria

Sl. No.	Name of the Contractual post	Essential Qualification(s) & Experience	Desirable Qualification & Experience	Age as on 1 st December 2013	No. Of Post (s)	Remuneration per month (Rs.)
1	Accountant	<ul style="list-style-type: none"> • Commerce Graduate with Accountancy Honours • Minimum 6 months Certificate in Computer Application from a reputed and recognized institute and ability to work in MS Office Packages • Working Knowledge of Spreadsheet, Tally and Presentation Packages 	Minimum 3 years of working experience	• Not less than 18 years and not more than 37 years.	01 (one)	15,000/- (Consolidated)
2	Accounts-cum-Data Manager	<ul style="list-style-type: none"> • Commerce Graduate • Minimum 6 months Certificate in Computer Application from a reputed and recognized institute and ability to work in MS Office Packages 	Minimum 1 year of working experience	• Not less than 18 years and not more than 37 years.	02 (two)	12,000/- (Consolidated)
3	Data Manager (Sub Divisional/Block)	<ul style="list-style-type: none"> • Graduate in any discipline • Minimum 6 months Certificate in Computer Application from a reputed and recognized institute • Typing Speed of 30 wpm in Keyboard 	Minimum 1 year of working experience	• Not less than 18 years and not more than 37 Years.	23 (3 in Sub Divisions & 20 in Blocks)	11,000/- (Consolidated)

B. For selection of the above posts, candidates will have to appear in a written examination of 55 marks (subject paper -35 marks and General Studies – 20 marks), and a hands on computer test for 30 marks followed by one interview for 15 marks. For the post Data Manager, Computer test of 35 marks will followed by a written examination of 50 marks & interview of 15 marks will be held.

Others terms & conditions:-

1. Applications in prescribed format should be submitted in a sealed envelope superscribed with the Name of the Post Applied for, Place of Posting Applied for & Name of Block/ Municipality & Name of the Sub Division of Applicants' residence, in the Drop Boxes Kept at the Office of the District Social Welfare Officer, Social Welfare Section, Ground Floor, New Administrative Building, Office of the District Magistrate, Purulia, Po & Dt- Purulia, Pin- 723101 on or before 22.01.2014 up to 4:00 p.m. (excluding holidays). Application can also be submitted by post to the above mentioned address, but application received by post after 22.01.2014 shall not be entertained. Incomplete applications and application received late are liable to be rejected.
2. **The following documents/ testimonials has to be attached**
 - I. Proof of residence from local authorities (Pradhan/ Councillor)/ BDO/SDO/ EPIC/ Passport.
 - II. Proof of Date of Birth - Only Secondary level Admit Card/ Certificate to be accepted.
 - III. Proof of Educational Qualification - All documents justifying essential & desirable qualifications.
 - IV. Proof of working experience.
3. All Applications should be provided with 2 recent colour passport sized photographs (1 affixed on the application & the other stapled) .
4. All applications should contain the attested photocopies of all testimonials to substantiate eligibility in respect of Essential Qualifications & Residence and also to establish Desirable Qualifications. (Photocopies of all Testimonials and the photographs should be attested by either a Gazetted Officer of Government of India or a Group A Officer of Government of West Bengal)
5. All applicants whose applications are accepted would have to sit for a Written Examination as detailed in Item B. and only candidates qualifying in the written examination would be called for practical examination and/or viva voce.
6. **ADMIT CARD of written examination can be obtained from www.dmpurulia.in/purulia/home.html. No postal communication will be made from this end.**
7. **All information will be available on this website: www.purulia.gov.in**
Applicants are requested to regularly visit the district website for any subsequent information/ updates in this regard.
8. **List of Candidates whose names are made available from State Employment Bank and Accepted would also be displayed in the district website.**
9. The District Magistrate reserves the right to engage or to cancel any engagement to any aforesaid post or may be Suspended/ postponed at any point of time.
10. Specimen copy of the Application format is enclosed.
11. No T.A. / D.A. is admissible for appearing in the interview.
12. Last date for submission of Application is 22.01.2014. Application received beyond the last date will not be considered.


Additional District Magistrate (Gen), Purulia
&

Member Convenor,
District level Selection Committee,
DPMU, Kanyashree prakalpa, Purulia

Memo. No: 12/9/SW/P

Date.08.01.2014

Copy forwarded for information to:-

1. The DIO,NIC, Purulia- with a request for uploading the above notice in the official website i.e. www.purulia.gov.in

Application Serial No:

(For office use only)

APPLICATION FORM FOR ENGAGEMENT TO THE POST OF _____
 _____ (District/ Sub Division/ Block)
 IN DISTRICT PROJECT MANAGEMENT UNIT (DPMU), PURULIA UNDER KANYASHREE PRAKALPA

1.	Name of the post Applied for: Mention District/ Sub Division/ Block as the case may be	Post:		Attach Self Attested Recent Coloured Passport Size (35mm x 45 mm) Photograph	
		District/ Sub Division/ Block:			
2.	Name of the Candidate (in Block Capital):				
3.	Father's Name:				
4.	Complete Residential Address: (State Block/ Municipality & Sub Division)	P.O.:		P.S.:	
		Block/ Municipality:		Sub- Division:	
		(Attach Attested copy of Proof of Residence with hard copy) - EPIC/ Passport/ Residential Certificate from local authorities - Pradhan/ Councillor or BDO/SDO)			
5.	Contact No. & Email Address	Phone:	E-Mail:		
6.	Date of Birth:				
		(between 1.12.1976 and 1.12.1995 ,Attach Attested Copy of Proof - Secondary level Mark Sheet/ Certificate)			
7.	Sex: (male/ Female)				
8.	Educational Qualification: (Attach Attested Copy of Qualification - Certificates/ Mark Sheets)	Level of Examination		% of Marks obtained	
		1.Secondary Level:			
		2.HS Level:			
		3.Graduation Level:			
		4. Post Graduation Level (if any):			
9.	Computer Qualification: (Attach Attested Copy of Qualification - Certificate & Mark Sheet)	Name of the Institute with Registration No.	Name of the course with Topics covered	Course duration with period (MM/YY)	% of marks obtained
10.	Working Experience: State period of engagement	Period From (DD/MM/YY)		Period To (DD/MM/YY)	
		(Attach Attested Copy of Proof of Experience from Employer)			
11.	Remarks (if any):				

I am willing to be engaged in the post of _____,
 (District/ Sub Division/ Block) & aware of the terms and conditions of the engagement. All the above particulars are
 true to the best of my knowledge and belief and liable to prosecution under extant laws for any wrong/ fraudulent/ inco
 mplete information in case of above declarations.

Date:
Place:

Signature of Applicant