



Government of West Bengal
Office of the District Magistrate, South 24-Parganas
Social Welfare Section , New Treasury Building (7th Floor)
Alipore, Kolkata-700027

Employment Notification No. 294 / SWD (S24P)

Dated : The 28 February ,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 are invited from eligible candidates for selection to the following post in the district of South 24 Parganas from Indian citizens and permanent resident of South 24 Parganas District for the following post on temporary and contractual to be renewal on yearly basis in the District Project Management Unit (Rupashree Prakalpa), South 24 Parganas for the implementation of Rupashree Prakalpa. Eligible candidates shall be required to apply in **online mode** in S24pgs.gov.in before the closing date i.e. 10.03.2019(From 04.3.2019 to 10.03.2019). 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 online 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), South 24 Parganas.

TABLE : A

Sl No.	Name of the Post	Probable vacancy	Age	Essential Qualification	Other required Qualification	Consolidated Pay	Tenure of Service
01	Accountant	04 [SC-1, UR-1, UR (E.C.)-1 ,ST-1]	Not more than 40 years as on first date of the year of publication of advertisement. For retired government employees upper age limit will be 64 years as on first date of the year of publication of advertisement. Candidates belonging to Scheduled Caste & Scheduled Tribes and Backward Classes shall be entitled to a concession of five years and three years over the prescribed age limit respectively.	Commerce Graduate with Honours. Working Knowledge of Computer MS Office Package. Working Knowledge of Spread Sheet, tally and Presentation packages.	At least 3 (three) years experience in the Govt. or Non-Government Organisation	Rs.15,000/- per month	On Yearly contact

No.	Name of the Post	Probable vacancy	Age	Essential Qualification	Other required Qualification	Consolidated Pay	Tenure of Service
02	Data Entry Operator	32 [OBC -A-2, OBC -A (E.C.)-1, OBC -B -2, OBC -B (E.C.) -1, SC -5, SC (E.C.) -2, ST -2,UR--9, UR (E.C.)-5, UR PWD) - 1, UR(Ex- Serviceman) -1, SC (Ex- Serviceman) -1	Not more than 40 years as on first date of the year of publication of Advertisement Candidates belonging to Scheduled Caste & Scheduled Tribes and Backward Classes shall be entitled to a concession of five years and three years over the prescribed age limit respectively.	Graduate in any Discipline. Working Knowledge of Computer MS Office Package and must have typing speed 30 wpm.	At least 1 (one) year experience in the Govt. or Non-Government Organisation	Rs.11,000/- per month	On Yearly contact

❖ **No Hard copy needs to be sent to the concerned office.**

❖ **General guidelines:-**

1. One candidate should apply for the one category of post only.
2. 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.
3. All columns of the application form are to be duly filled in.
4. In case of regular / contractual employee NOC from current employer is required.

❖ **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

5. The short-listed candidates in the written examination will be called for appearing computer test and Viva Voce Test.
6. 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.
7. The selection committee, South 24 Parganas reserves the right to reject any application not properly filled in or received after due date.
8. Authority reserves the right to conduct the written test for all the post on a single date.

9. Admission to the examinations will be purely provisional subject to verification at any later stage. That is, candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance at the examinations.
10. 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.
11. 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.s24pgs.gov.in from time to time for obtaining updated information.
12. Selected candidates shall perform their duties anywhere in South 24 Parganas district when posted.
13. How to apply : Only Online Application

➤ **Grounds of Rejection of Application Form:-**

- ❖ Online application only shall be entertainment.
- ❖ Application other than online mode shall be rejected.
- ❖ **Improper signature and photo of application form shall be rejected.**
- ❖ **More than one Application for a post are liable to rejection.**

➤ **Generation of Admit Card:-**

- ❖ Date and venue of written examination shall be available from district's website at www.s24pgs.gov.in shortly. Admit card should be downloaded from website.

CLOSING DATE FOR SUBMISSION OF APPLICATION 10.03.2019 UP TO 5:00 PM

Note: (if any change takes place the eligibility criteria, syllabus for examination, vacancy position or any others issues directly related with this notification will be brought to the notice of candidates in manner as decided by the District Level Committee.)

By Order


Additional District Magistrate (LA)

&

Member Convenor of DPMU Selection Committee
South 24 Parganas