



Government of West Bengal
Office of the District Magistrate
South 24-Parganas, Alipore, Kolkata – 700027
(An ISO 9001:2008 Certified Organization)

No- 58/CL

Date- 29.11.2018

NOTICE

Application is invited from the deserving and willing candidates for engagement purely against temporary vacancies of the posts at the District Project Society of the Dakshin Chabbis Paragana Zela Shishu Shramik Punarbasan Samiti, under NCLP, District Collectorate, South 24 Paraganas, Alipur, Kolkata 700027. The eligibility criteria and other particulars are noted below against each of the posts –

Sl Nos	Name of the posts	Total Nos likely to be engaged	Eligibility Criteria of the Candidates	Remuneration Per Month (consolidated) subject to statutory deductions
01	Programme Manager	2	Graduate in any discipline with at least 50% marks (Excluding marks obtained in optional papers) throughout i.e from Madhyamik and onward Examinations. Preference will be given to the candidates having Masters Degree in Social Education or equivalent. Age Not more than 32 Years as on 01.01.2019 i.e born on or after 01/01/1987.	Rs 18,000/- + Maximum Rs 4,000/- as performance based Incentive
02	Clerk- Cum- Accountant	1	Graduate in Commerce with at least 50% marks (Excluding marks obtained in optional papers) throughout i.e from Madhyamik and onward Examinations. Age Not more than 32 Years as on 01.01.2019 i.e born on or after 01/01/1987.	Rs 12,000/- + Maximum Rs 3,000/- as performance based Incentive
03	Data Entry Operator / Steno	1	Graduate with at least 50% marks (Excluding marks obtained in optional papers) throughout i.e from Madhyamik and onward Examinations and with at least one year Diploma in IT from any Institute under Govt of West Bengal or equivalent with sufficient command over works on Data Entry and Internet based work. Age Not more than 32 Years as on 01.01.2019 i.e born on or after 01/01/1987.	Rs 9,000/- + Maximum Rs 1,000/- as performance based Incentive
04	Office Attendant / Helper	1	H.S with at least 50% marks (Excluding marks obtained in optional papers) throughout i.e from Madhyamik and onward Examinations and one year Diploma in IT from any Institute under Govt of West Bengal or equivalent with sufficient command over works on Data Entry and Internet based work. Age Not more than 32 Years as on 01.01.2019 i.e born on or after 01/01/1987.	Rs 7,000/-+ Maximum Rs 1,000/- as performance based Incentive

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28/11/2018

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All the candidates have to be medically fit and shall have to make extensive tours for smooth running of the project.

The candidates, if selected, will be engaged initially for six months subjects to extension of service, as and when required basis, on rendering of satisfactory service.

The Remuneration and other particulars of the service are to be guided under the policy decisions fixed and /or as to be fixed from time to time by the respective Governments and in the broader assignments of the Samiti. The selected candidates will have to undergo a written agreement before joining.

The Authority reserves the right to withdraw the engagement process for any or all the posts unilaterally.

The candidates need to submit application in the prescribed format addressed to the Vice-Chairman, DCPZSSPS & ADM (Gen), South 24 Parganas with three copies of P/P sized photograph – one copy to be pasted on the earmarked position of the application – and with supporting documents at office of the Project Director, NCLP, Ist Floor, New Administrative Building, District Collectorate, South 24 Paraganas, Alipur, Kolkata 700027 within the working hours of any working days and by the 4-00 p.m. of the 14th December 2018 as the last date.

Annexure: Blank Format of the Application.

Thiru
28/11/2018

Vice-Chairman, DCPZSSPS
& ADM (Gen), South 24 Parganas

Memo No- 58/1(43)/CL

Date- 29.11.2018

Copy forwarded with request for wide circulation within his office jurisdiction-

1. The District Magistrate & Collector, South 24 Parganas
- 2-6 The Addl District Magistrate, _____, South 24 Parganas
- 7-11 The SDO, _____ Sub-Division, South 24 Parganas
- 12-40 The BDO, _____ Dev Block, South 24 Parganas
- 41 The DLC, South 24 Parganas
- 42 The DIO, NIC, South 24 Parganas with a request to publish the Notice in the Website of the District
- 43 The DICO, South 24 Parganas .

Thiru
28/11/2018

Vice-Chairman, DCPZSSPS
& ADM (Gen), South 24 Parganas

APPLICATION FOR CONTRACTUAL ENGAGEMENT

At the District Project Society of

The Dakshin Chabbis Paragana Zela Shishu Shramik Punarbasan Samiti

To The Vice-Chairman, DCPZSSPS & ADM (Gen), South 24 Parganas 1st Floor New Administrative Building District Collectorate, South 24 Paraganas, Alipur, Kolkata 700027	For office use only Received with Sl. No. and date :
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Ref: Your Office Notice No – 58/CL Dt-29/11/2018

Name of the Post Applied For _____

Personal Information (To be filled in by the Candidate in CAPITAL LETTERS)

1.	Name of the candidate		Recent p/p size colour photograph with sig to be pasted
2.	Father's Name		
3.	Address for communication (Present address)		
4.	Contact No (Mobile)		5. e-Mail ID:
6.	Date of Birth	D D M M Y Y Y Y	7. Age as on 01-01-2019 :

7. Educational Qualifications:

Exam (S) Passed (Madhyamik Onwards)	Board / Council / University	Name of School / College / University	Major Subjects	Total Marks in the Exam	Total Marks Scored (Excluding Optional Papers)	% of Marks Scored (Excluding Optional Papers)

8. Other Qualifications, If any:

9. Experience, if any: (Type of Works performed and the organisation worked with – A short Description within Thirty words)

DECLARATION

I solemnly declare that (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing has been falsely stated (b) Original documents will be produced on demand (c) I do accept that my candidature shall be liable to stand cancelled in the event of any information being found false or incorrect, even if selected and allowed to join.

Enclosures :-

1. Three copies of passport size colour photographs – one copy duly signed by the candidate to be pasted on the specified area on the application,
2. Self attested copies of -
 - (1) Proof of D.O.B. (2) Residential Proof. (3) Educational Certificates.
 - (4) Copies of Experience Certificates, If any, (5) State, other document, if any

Place _____

Date _____

(Full signature of the candidate)