

**Govt. of West Bengal**  
**Office of the District Magistrate, South 24 Parganas**

**Employment Notification No:** M-14022/8/2013/11346

**Date:**28.11.2013

Applications are invited from eligible candidates for selection to the following posts in the district of South 24-Parganas. Willing candidates are required to drop hard copies of application forms at the drop box to be kept at respective/adjacent BDO offices where he/she resides. **The last date for submission of the form is upto 5.00 p.m. of 13.12.13 (Friday).** Stipulated application form may be downloaded from the website (<http://s24pgs.gov.in>). Xerox/typed/printed/scanned copy of Application Form will also be entertained.

**Name of post and eligibility**

<b>Name of the Post</b>	1.Block Level Facilitator for Block Offices	2.Accountant for district Head Quarter	3.Accounts-cum-Data Manager for district Head Quarter	4.Data Manager for Sub-Divisional Offices	5.Data Manager for Block Offices
<b>Remuneration:</b>	Rs.10,000/- per month + TA/DA/other expenses	Rs. 15,000/- per month (consolidated)	Rs. 12,000/- per month (consolidated)	Rs. 11,000/- per month (consolidated)	Rs. 11,000/- per month (consolidated)
<b>No of posts:</b>	22 (except Kakdwip, Namkhana, Sagar, Patharpratima, Gosaba, Mathurapur-II and Sonarpur)	1	2	5	29
<b>Service Type:</b>	Purely on contract	Purely on contract	Purely on contract	Purely on contract	Purely on contract
<b>Period of Service:</b>	1 year on contract (may be extended after 1 year)	3 years on contract	3 years on contract	3 years on contract	3 years on contract
<b>Age:</b>	Not below 25 years as on 01.01.2013, age relaxable to SC,ST & BC candidates as per prevailing Act & Rules of Govt.	18-37 years as on 01.01.2013, age relaxable to SC,ST & BC candidates as per prevailing Act & Rules of Govt.	18-37 years as on 01.01.2013, age relaxable to SC,ST & BC candidates as per prevailing Act & Rules of Govt.	18-37 years as on 01.01.2013, age relaxable to SC,ST & BC candidates as per prevailing Act & Rules of Govt.	18-37 years as on 01.01.2013, age relaxable to SC,ST & BC candidates as per prevailing Act & Rules of Govt.

<b>Residential Qualification:</b>	Must be resident of the Block or adjacent Municipality* for which Block applying for.	Must be resident of South 24-Parganas district	Must be resident of South 24-Parganas district	Must be resident of the Sub-Division for which Sub-Division applying for.	Must be resident of the Block or adjacent Municipality* for which Block applying for.
<b>Essential Qualification:</b>	1. Bachelor Degree from any recognised University. 2. Certificate / Diploma in Computer Application (at least one year duration). 3. Knowledge of Minority Culture, Madrasah & Wakf matter.	1. Commerce graduate with Accountancy Honours. 2. Certificate in Computer applications from a reputed and recognized institute. 3. Ability to work in MS office packages. 4. Working knowledge of spreadsheet, tally and presentation packages.	1. Commerce graduate. 2. Certificate in computer applications from a reputed and recognized institute. 3. Ability to work in MS Office.	1. Graduate in any discipline. 2. Certificate in Computer applications from a reputed and recognized institute. 4. Typing speed 30 wpm.	1. Graduate in any discipline. 2. Certificate in Computer applications from a reputed and recognized institute. 3. Typing speed 30 wpm.
<b>Desirable Qualification:</b>	2 years experience of work in social sector.	Minimum 3 years working experience.	Minimum 1 year working experience.	Minimum 1 year working experience.	Minimum 1 year working experience.

\* Applicant of Municipality noted in column (2) may apply to the vacancy of block as noted in column (3).

Sl. No (1)	Name of Municipality (2)	Eligible for Block (3)
1	Maheshtala Municipality	Thakurpukur Maheshtala
2	Budge Budge Municipality	Budge Budge I
3	Pujali Municipality	
4	Baruipur Municipality	Baruipur
5	Joynagar Majilpur Municipality	Joynagar I
6	Diamond Harbour Municipality	Diamond Harbour I

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

- ❖ Applications received in the drop-box ONLY shall be entertained. No application shall be received after 5.00 p.m. of the last date i.e. 13.12.2013 (Friday); nor any application shall be received by any means at the block/ district level.
- ❖ Application form without the signature of the applicant shall be rejected.
- ❖ Application incomplete in any respect shall also be rejected.

➤ **Generation of Admit Card:-**

- ❖ Date and venue of written examination shall be available from 27/12/2013 and from district's website at [www.s24pgs.gov.in](http://www.s24pgs.gov.in). Admit card should be downloaded from the website.

➤ **Mode of Examination :**

**Written Examination : (80 marks) & Viva Voce Test : (20 marks)**

- ❖ Candidates will be shortlisted for Viva-Voce test from the list prepared in descending order of the marks obtained by the candidates in written examination subject to fulfillment of minimum qualifying marks in written examination as fixed up by the DLC.
- ❖ The successful candidates in the written examination will be called for appearing in the Viva-Voce test in 1:5 ratio (for post of Data Manager at SDO & BDO offices candidates in 1:10 ratio shall be called for typing test followed by viva voce for short listed candidates in 1:5 ratio) against the total number of vacancies in a particular block.
- ❖ The Written Examination will be through MCQ method and there will be NO negative marking.

➤ **Syllabus for Written Examination (Standard as per essential qualification)**

For Block Level Facilitator	For Accountant of District head quarter	For Accounts-cum-Data Manager of district head quarter	For Data Manager of Sub-Division and Blocks
English- 20 marks, Arithmetic- 20 marks, Knowledge of Minority culture, madrasah, wakf matters-20 marks, General awareness- 20 marks	English- 20 marks, Arithmetic- 20 marks, Accountancy & computer application- 20 marks, General awareness- 20 marks	English- 20 marks, Arithmetic- 20 marks, Commerce & computer application-20 marks, General awareness- 20 marks	English- 20 marks, Arithmetic- 20 marks, computer application-20 marks, General awareness- 20 marks

➤ **General guidelines:-**

- ❖ The application form must be accompanied with 2 recent colour passport size photograph; 1 to be pasted and self attested in the application form & the other to be stapled with the application form. The candidate is advised to write his/her name with father's/guardian's name at the back of the additional photograph.
- ❖ If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of

publication of this advertisement, his/her Candidature shall be summarily rejected.

- ❖ The filled in application form (in original) shall have to be dropped at the drop box specifically earmarked for the purpose at respective/adjacent BDO offices after superscribing the envelope as “**Application for the post of \_\_\_\_\_ for \_\_\_\_\_Block/Sub-Division/District Head quarter.**”
- ❖ Candidates **shall not REPEAT shall not** submit any documents along with hard copy of application form.
- ❖ Defective/ incomplete applications will be summarily rejected.
- ❖ Xerox/Typed/Printed/Scanned copy of Application Form will also be entertained.
- ❖ Only shortlisted candidates will be asked to produce all relevant original certificates along with the self attested photo copies for verification at the time of viva voce, failing which their candidature shall be rejected without any further communication.
- ❖ Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlist support for his/her application through persons, officials of Government, or agencies will disqualify him/her for appointment. Specific recommendations from persons interested in the candidates, or otherwise known to them will be disregarded and will render the candidates ineligible.
- ❖ The final merit list will be prepared on the basis of total marks obtained in the Written Examination and the Viva-Voce test.

Note :: *(If any change takes place in 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*

*Sd/-*

*District Magistrate, South 24 Parganas &  
Chairman, District Level Committee*

# Application for the post of Block Level Facilitator, Accountant, Accounts cum Data Manager, Data Manger

Employment Notification No: M-14022/8/2013/11346

Date: 28.11.2013

To  
District Magistrate  
South 24 Parganas  
Name of post applied for- \_\_\_\_\_

Affix self attested  
recent  
passport size  
colour  
photograph

Application for above post to- District Head Quarter/ \_\_\_\_\_ Sub-Division/ \_\_\_\_\_ Block  
(Strike off or fill the relevant portion above)

1. **Name of the Applicant** *(in Block letters)*: \_\_\_\_\_

*\*(Note 1: Name as recorded in the Matriculation/Secondary Examination Certificate)\**

2. **Father's/Husband's Name:** \_\_\_\_\_

3. **Category:** \_\_\_\_\_

4. **Date of Birth:** *(dd/mm/yyyy)* \_\_\_\_\_

*\*(Date of Birth as recorded in the Matriculation/Secondary Examination Certificate)\**

5. **Age as on 01/01/2013:** \_\_\_\_\_

6. **Address:** Vill./Street: \_\_\_\_\_

P.O: \_\_\_\_\_

Block/ Municipality: \_\_\_\_\_ P.S: \_\_\_\_\_

District: \_\_\_\_\_ Pin code: \_\_\_\_\_

State: \_\_\_\_\_ Mobile No (only 10 digit number): \_\_\_\_\_

7. **Email:** \_\_\_\_\_

8. Whether name recorded in the electoral roll within the concerned Block/Municipal area? If yes provide

a) No. & Name of the Assembly constitution(AC): \_\_\_\_\_

b) EPIC No. \_\_\_\_\_

9. **Sex:** (✓) ( Male / Female)

10. **Religion:** \_\_\_\_\_

11. **Nationality:** \_\_\_\_\_

12. **Educational Qualification:** *\*(Mention from Graduation and upwards)\**

Sl No.	Examination Passed	Board/University/ Institute	Year of Pass	Total Marks	Marks Obtained (Keep blank if marks not available in grade card)	% of Marks (e.g. 99.00) / Grade
1						
2						
3						

13. **Computer knowledge:**

Sl No.	Examination Passed	Board/University/ Institute	Year of Pass	Total Marks	Marks Obtained (Keep blank if marks not available in grade card)	% of Marks (e.g. 99.00) / Grade
1						
2						

14. **Experience:** *(with Certificate No. & Date and Name of issuing Authority):* \_\_\_\_\_

15. **Details of other Experience** *(if any):* \_\_\_\_\_

16. **Declarations:**

I do hereby declare that (a) All statements made in this application are true, complete and correct (b) Original documents will be produced on demand (c) I agree to undergo the selection process on the condition that the Committee may cancel my candidature if I am found ineligible at any stage and (d) I am submitting only this application for the post mentioned above.

Date:

Place:

\_\_\_\_\_  
Signature of the Candidate in full