



Government of West Bengal
OFFICE OF THE SUB-DIVISIONAL OFFICER

Barasat (Sadar) Sub-Division
Administrative Building, Barasat, North 24 Parganas
Phone No: 033-25846216 Fax : 033-25840249 e mail : sdobstnprg@gmail.com

No.: 265 CON(S)

Dated : 29/03/17

EMPLOYMENT NOTICE

In view of filling up the post of '4(four) Assistant Accountants at different Block and Municipalities and 1(one) Supervisor at Barasat (Sadar) Sub-division for Cooked Mid-Day Meal Project (CMDMP), a **walk-in-interview** will be **conducted on 18/04/2017 from 10.30am** onwards in the office chamber of the undersigned.

And for filling up the post of 5(five) **Data Entry Operator**, applications in prescribed format will be received by hand between 17/04/2017 and 21/04/2017 from 11.00am to 05.00pm at the office of the Sub-Divisional Officer, Barasat(Sadar), Administrative Building, 2nd Floor, Barasat, North 24 Parganas. Duly filled in formats of ADMIT CARD with self attested photographs are also required to be submitted alongwith application format.

The details of the vacant posts are given below:

Sl. No.	Name of Posts	No. of posts	Mode of Recruitment	Remuneration	Proposed Place of Posting
1.	Assistant Accountant	04(four)	On contractual basis from retired staff with minimum five years experience in Accounts work in Govt. offices	Rs.11000/- p.m. or re-employment remuneration or whichever is less.	1.Habra-I Block 2.Mahyamgram Municipality 3.Barasat Municipality 4.Habra Municipality
2.	Data Entry Operator	5(five)	Graduation in any Branch with certificate in computer Application (age as per Existing Govt. Rules). Engagement is purely on contractual basis.	Rs.11000/- p.m as professional fee	1.Barasat Municipality 2.Madhyamgram Municipality 3.Habra Municipality 4.Ashokenagar-Kalyangarh Municipality 5.Gobordanga Municipality
3.	Supervisor	1(one)	On contractual basis from retired teachers/ Govt. employees	Rs.10000/- p.m. (consolidated)	Office of the Sub-divisional Officer, Barasat (Sadar) Sub-division, North 24 Parganas


Retired Govt. employee/teachers as the case may be holding equivalent or higher posts may appear at the said walk-in-interview. The applicant should be aged less than **64 (sixty four) years as on 01/04/17**. Those who are to retire from Government Services by 31/03/17 may also walk in for the interview. A photocopy of the PPO and proof of date of birth has to be submitted with the application. Preferences will be given to the applicants having knowledge of computer.

Eligible candidates should reach in the office of the undersigned by **10.00am on 18/04/2017** with a filled up application (enclosed) along with original testimonials.

In case of Data Entry operator, a written test will be held on 30/04/2017 followed by a test on computer proficiency and viva-voice of only those candidates who scores highest marks in written test @ 1:10, in due course of time.

Mere appearance at the interview will not guarantee to appointment.

The successful candidates will be engaged /appointed purely on contractual basis for a period of one year and they will get the remuneration/professional fee noted against each post after deducting P.Tax. Service of Assistant Accountant and Supervisor may be discontinued without assigning any reason thereof at the sole discretion of the concerned authority.



Sub-divisional Officer
Barasat (Sadar) Sub-division
North 24 Parganas

No.: 265 CON(S)/1(48)

Dated : 29/03/17

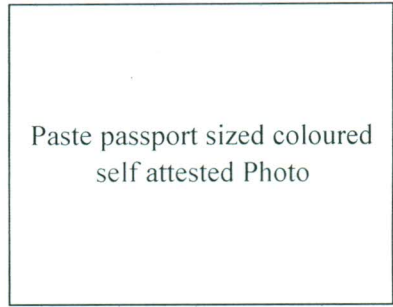
Copy forwarded for information and taking necessary action to

1. The Commissioner, Bidhannagar Municipal Corporation with a request to arrange to publish the notice in his Office Notice Board.
2. CEO Barrackpore Cantonment Board, North 24 Parganas.
- 3-6). Sub-divisional Officer, Bangaon/Bashirhat/Barrackpore/Bidhannagar Sub-division, North 24 Parganas with a request to publish the notice in the Office Notice Board.
- 7-28) Block Development Officer, _____ Block, North 24 Parganas, with a request to publish the notice in the Office Notice Board.
- 29-43) Executive Officer, _____ Municipality, North 24 Parganas, with a request to publish the notice in the Office Notice Board.
- 44) District Informatics Officer, National Informatics Centre, North 24 Parganas with a request to upload the notice in the official website (www.north24parganas.gov.in) of this district.
- 45) District Information & Cultural Officer, North 24 Parganas for publishing the matter in any Bengali daily newspaper.
- 46) CA to the District Magistrate, North 24 Parganas with a request to place it before the District Magistrate for her kind information.
- 47) CA to the Additional District Magistrate(G), North 24 Parganas with a request to place it before the Additional District Magistrate for his kind information.
- 48) CA to the Additional District Magistrate(Dev), North 24 Parganas Zilla Parishad with a request to place it before the Sabhadhipati for his kind information.


Sub-divisional Officer
Barasat (Sadar) Sub-division
North 24 Parganas

APPLICATION FORMAT

To
The Sub-divisional Officer,
Barasat (sadar) Sub-division
Barasat, North 24 Parganas.



Sir,

In response to the notification No. _____ dated _____ I do hereby apply for the post of _____ under CMDMP in Barasat (sadar) Sub-division, North 24 Parganas. I furnish below the required information:

1 **APPLICATION FOR THE POST OF:**

2 **FOR WHICH BLOCK / MUNICIPALITY:**

3 **NAME (IN BLOCK LETTERS):**

4 **Father's Name:**

5 **Residential Address: Vill./Road:**

P.O.: **P.S.:** **PIN:**

DIST: **Mobile No.**

6 **Date of Birth** **7. Sex**

8 **E-mail ID**

9 **Date of Retirement**

10 **Name of the post held before retirement:**

11 **Last Pay drawn (Basic Pay + Grade Pay):**

12 **Name of the Department /Section :**

13 **Academic Qualification:-**

Name of the Examination	Board/University	Year of passing	Division / Class	Percentage of Marks	Remarks

14 **Computer Qualification:**

DECLARATION:-

I do hereby declare that the statement made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature will be liable to be cancelled.

DATE & PLACE:

Signature of the Applicant

ADMIT CARD

Written Examination for the post of Data Entry Operator under CMDMP

Barasat (sadar) Sub-division, North 24 Parganas

Date of Examination: **Sunday, April 30, 2017**

Time: **12.00 to 1.00 pm**

ROLL NO:

NAME (IN BLOCK):

APPLICATION FOR THE POST OF:

FOR WHICH BLOCK/MUNICIPALITY:

Paste passport sized coloured self
attested Photo

Office use

Examination Venue

Space for Official Seal

Signature of the Applicant

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