

Government of West Bengal
Office of the District Magistrate, North 24 Parganas
(District ICDS Cell)

Memo No.

80/DPO/ICDS

Date: 29.1.14

RECRUITMENT NOTICE

Application are invited from eligible candidates/retired Govt.employees for filling up the Post of Accountant/Accounts-cum-Data Manager/Data Manager in District Project Management Unit, Kanyashree Prakalpa, North 24 Parganas on purely contract basis. Last Date of submission of Application is 17/02/2014. For details visit www.north24district.gov.in or contact DPO (ICDS) section, DMs Office, North 24 Parganas. The Applicants are requested to visit to the site www.north24district.gov.in frequently for further information.

Additional District Magistrate(Try)
North 24 Parganas

Memo No 80(82)/DPO(ICDS)

Dated 29 / 1 / 2014

Copy forwarded for wide publicity to :

1. The Additional Executive Officer, Zilla Parishad, North 24-Pgs.
2. The Chief Medical Officer Health, North 24-Pgs.
3. The District Infomatics Officer,,NIC, with request to upload this notice with all Annexures & tender form in District website for wide publicity.
4. The Project Director, District Rural Development Cell, North 24-Pgs.
- (5- 9) The Sub-divisional Officer, Bongaon/ Basirhat/ Barrackpore/Barasat(Sadar),/Bidhannagar North 24-Pgs.
- (10-11). The DI of Secondary , Barasat/Barrackpore, North 24 Parganas.
- (12-33) The Block Development Officer.....North 24-Pgs.
34. The District Information & Cultural Officer, North 24-Pgs with request to display this notice and take necessary steps to publish the above said matter in a leading Bengali & English Newspaper by 03/02/14.
- (35- 79) The Child Development Project Officer, North 24-Pgs with request to display this in his notice board.
80. C.A. to Secretary, Deptt. of Child Dev.& Women Dev. and Social Welfare, Govt. of West Bengal
81. C.A. to District Magistrate, North 24 Parganas
82. This office Notice Board.

Additional District Maigistrate (Try)
North 24-Parganas

APPLICATION FORMAT

*Application for the post of 'Accountant'/'Accounts- cum-Data Manager' in
District Project Management Unit (DPMU), Kanayashree of North 24 Parganas District*

Name of the Post applied for: _____

1. Name (in capital letters) :
2. Father's Name :
3. Present Address with :
contact no.
4. Permanent Address :
5. Date of Birth :
6. Age as on (31/12/2013) :
7. a) Educational Qualification :

Affix a recent
coloured passport
size photograph
duly signed by the
candidate only

Sl. No.	Examination Passed	University/Board	Year	Total Marks	Marks Obtained	Percentage of Marks

b) Qualification on Computer knowledge:

8. Working experience :
9. PPO No. (in case of retired employees) :
(Attested Photocopy to be submitted)

Date:

Signature of the applicant

NOTE:

1. Attested photo copies of Domicile/Residential certificate issued by BDO/SDO concern, proof of Age, Educational qualification, Computer knowledge & experience should be enclosed.
2. The application should be submitted to the District Magistrate, North 24 Parganas by hand or, by post.

APPLICATION FORMAT

*Application for the post of 'Data Manager' in
District Project Management Unit (DPMU), Kanayashree of North 24 Parganas District*

Name of the Post applied for: _____

Affix a recent
coloured passport
size photograph
duly signed by the
candidate only

1. Name (in capital letters) :
2. Father's Name :
3. Present Address with
contact no. :
4. Permanent Address :
5. Date of Birth :
6. Age as on (31/12/2013) :
7. a) Educational Qualification :

Sl. No.	Examination Passed	University/Board	Year	Total Marks	Marks Obtained	Percentage of Marks

b) Qualification on Computer knowledge:

8. Working experience :
9. PPO No. (in case of retired employees) :
(Attested Photocopy to be submitted)

Date:

Signature of the applicant

NOTE:

1. Attested photo copies of Domicile/Residential certificate issued by BDO/SDO concern, proof of Age, Educational qualification, Computer knowledge & experience should be enclosed.
2. The application should be submitted to the SDOs/BDOs concerned by hand or, by post.

**DISTRICT PROJECT MANAGEMENT UNIT (DPMU),
KANYASHREE PRAKALPA, NORTH 24 PARGANAS DISTRICT**

Name of the Post : Data Manager.

No. of the Post : 27 (Twenty Seven), 01 (one) for each Sub-Division & 01 (one) for each 22 Blocks.

Age : Not less than 18 years and not more than 37 years as on 31/12/2013

Educational Qualification and Experience:

Graduate in any discipline
Certificate in Computer Applications from a reputed and recognized institute.
Must have typing speed 30 wpm.

Desirable : Minimum 1 years of working experience.

Job Responsibility : Maintain Data entry operation.

Salary : Rs. 11,000/- per month (consolidated)

Tenure of Service : 3 (Three) years *on contract*

Note: An Applicant must be the Resident of the Block/ Sub-Division concerned.

**DISTRICT PROJECT MANAGEMENT UNIT (DPMU),
KANYASHREE PRAKALPA, NORTH 24 PARGANAS DISTRICT**

Name of the Post : Accounts-cum-Data Manager
No. of the Post : 02 (Two)
Age : Not less than 18 years and not more than 37 years as
on 31/12/2013

Educational Qualification and Experience:

Commerce Graduate
Certificate in computer Applications from a reputed
and recognized institute and ability to work in MS
office packages.

Desirable : Minimum 1 years of working experience.

Job Responsibility : Maintenance of Accounts

Salary : Rs. 12,000/- per month (consolidated)

Tenure of Service : 3 (Three) years *on contract*

Note: An Applicant must be the Resident of the North 24 Parganas District.

**DISTRICT PROJECT MANAGEMENT UNIT (DPMU),
KANYASHREE PRAKALPA, NORTH 24 PARGANAS**

Name of the Post : Accountant
No. of the Post : 01 (One)
Age : Not less than 18 years and not more than 37 years as
on 31/12/2013

Educational Qualification and Experience:

Commerce Graduate with Accountancy Honours.
Certificate in computer Applications from a reputed and
recognized institute and ability to work in MS office
packages. Working knowledge of spread sheet, Tally and
presentation packages.

Desirable : Minimum 3 years of working experience.

Job Responsibility : Overall responsibility of Accounts for District Project
Management Unit (DPMU)

Salary : Rs. 15,000/- per month (consolidated)

Tenure of Service : 3 (Three) years *on contract*

Note: An Applicant must be the Resident of the North 24 Parganas District.

Instructions

1. The candidate can apply in only one of the following post at a time. If anybody found to have submitted the application for two posts the first received shall be entertained.
2. The applicant in case of **Data Manager** must be the domicile / resident of that specific Block/Sub-Division area in which he or she resides and in case of **Accountant** and **Accounts-cum-Data Manager** must be the domicile / resident of North 24 Parganas District.
3. The application shall be **addressed to the District Magistrate, North 24 Parganas** in case of **Accountant** and **Accounts-cum Data Manager** and be submitted to **District Programme Officer's (ICDS)** section on all working days by hand or by post till 5:30 PM of the last date of submission i.e.17/02/2014.
4. In case of **Data Manager** the application shall be **addressed to BDOs concerned** for Block jurisdiction and **SDOs concerned for Municipality**. The same may submitted to **BDOs** and **SDOs concerned** on all working days by hand or by post till 5:30 PM of the last date of submission i.e. 17/02/2014.
5. The Downloaded / Xerox / scanned copies of application forms shall be entertained.
6. Applicants must enclose a self addressed envelope with requisite postage stamp along with the application.
7. The envelope containing application must be super scribed by the name of the post applied for at the top.
8. Application shall be filled in properly and completely.
9. The selection committee reserves the right any application without intimating the applicant at any stage of recruitment.
