



Government of West Bengal

Department of Health and Family Welfare

District Health & Family Welfare Samity (RNTCP)

(Erstwhile District Tuberculosis Control Society, North 24 Parganas)

Office: North 24 Parganas District Hospital, Barasat, West Bengal, Pin: 700124

Registration No.S/1L/11012 of 2002-2003 under Societies act. XXVI of 1961.

Phone: (+91) (033) 2552-3175, 2552 0636 Fax: (+91) (033) 2552-3175

email: dtowbnpg@rntcp.org

Memo No.: RNTCP / 43 / 2011

Dated: 09.02.2011

ENGAGEMENT NOTICE

Applications are invited from among the eligible candidates in prescribed format for engagement in the following vacant post of Part time Accountant of RNTCP, North 24 Parganas by the DH&FWS, North 24 Parganas. The engagement will be purely on contractual basis, initially for one year. A panel will also be prepared to fill in future vacancies if any and which will remain valid for one year. The details of posts, number of vacancies, required qualifications, experience and remuneration etc are given below. Applicants must be permanent residents of West Bengal.

Post, essential qualification -

Sl No	Name of post	Essential qualification	Age limit
1	PTA(Part time Accountant)	1. Bachelor degree in Commerce with 4-5 years experience in accounts of retired Senior Audit / Accounts Officer of State Accountant General Officer or Central Civil Accounting organisation or State Government Department with minimum experience of 5 years on the post. Age of retired officer should be below 62 years.	Below 62 years

Posts, No of vacancies remuneration:

Sl No	Name of post	No of vacancies	Remuneration
1	PTA (Part time Accountant)	1	Rs.3000/- pm

Final selection will be done on the basis of:

- General Qualification
- Computer Certificate or Diploma with Tally
- Experience in Accounts

District TB Officer
District Health & Family Welfare Samiti (RNTCP)
North 24 Parganas

**District Health & Family Welfare Samity (RNTCP)
North 24 Parganas**

APPLICATION FORMAT

**ADVERTISEMENT NOTICE NO.: RNTCP / 43 / 2011 DATED: 07.02.2011
(Closing date for receipt of Application: The 23.02. 2011)**

<p>Roll No.</p> <p>(Space for office use)</p>
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<p>Space for pasting recent colour passport size PHOTOGRAPH of the candidate with his / her full signature thereon.</p>

1. Application for the post of :
2. Name in full (in BLOCK letter) :
3. Sex (Put a tick) : Male Female
4. Father's Name :
5. Date of Birth : DD MM YYYY
6. Age (as on 1st January 2011) :
7. Nationality :
8. Address for Communication :
 Village / City :
- Post Office :
- Police Station :
- District :
- State :PIN Code.....
9. Permanent Address :
 Village / City :
- Post Office :
- Police Station :
- District :
- State :PIN Code.....
10. Contact No. (with STD Code):.....Mobile.....
11. Educational Qualifications [Bachelor Degree (Commerce) and onwards]:

Sl. No.	Name of Examination	Year of passing	University	Division / Class	% of Marks	Subject taken
1.						
2.						
3.						
4.						
5.						
6.						

12. Computer Education (Certificate / Diploma / Degree / PG Degree):

Course Name	Name of Institution	Year of passing	Division / Class	% of Marks

13. If employed previously or at present, the details thereof:

Name of the Organisation(s)	Position / Designation held	Nature of duty (ies)	Period of Service	
			From	To

14. List of attested documents enclosed (No other document except mentioned below is required) [Put '✓' mark in box]:

Sl	Documents	Yes	No	Sl	Documents	Yes	No
1.	Educational Qualification Certificates			2.	Proof of Age		
3.	Computer Education Certificate			4.	Employment NOC (if any)		
5.	Experience in accounts (if any)			6.	One stamped self-addressed envelope		
7.	Residential proof (Voter ID / Ration Card / Certificate of BDO or SDO)						

15. Declaration:

I solemnly declare that (a) all statements made in this application are true, complete and correct; (b) Original documents will be produced on demand; (c) I understand that the concerned authority reserve the right to reject my candidature upon short listing of the candidates based on qualifications and experiences and (d) I have submitted no other application for this examination.

** I have informed the head of my office or department in writing that I am applying for this examination (** Strike off this sentence if the candidate is not in service of Government or Local or Statutory body).

Place :

Date :

.....
Signature of the Candidate in full
(not in capital letter)