



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.

