

Govt. of West Bengal
Office of the District Magistrate, Paschim Medinipur

Memo No: 546 ISW

Date: 01.08.2019

Applications are invited from eligible candidates for selection of the following posts at District Project Management Unit (DPMU) of Paschim Medinipur. The last date for submission of the form is up to 5.30 p.m. of 15.08.2019.

Name of post and eligibility

Name of the Post	Accountant	Data Entry Operator
Remuneration:	Rs. 15,000/- per month (consolidated). Remuneration of Retired Government Employees will be guided by Finance Department order no 1093-F (P) dated 05.12.2011.	Rs. 11,000/- per month (consolidated).
No of posts:	01	11
Category:	(UR[EC] - 01) EC: Exempted Category Cell under the Directorate of Employment, West Bengal, to fill up the vacancies meant for Exempted Category Candidates in cases of Employment on compassionate ground, viz. death-in-harness and premature retirement due to permanent incapacitation.	UR[EC] - 04, UR [Ex-serviceman in Group C post] - 01, UR [Ex-serviceman in Group D post] - 01, SC [Ex-serviceman in Group C post] - 01, SC [Ex-serviceman in Group D post] - 01, SC [EC] - 01 OBC-A[EC] - 01, OBC-B[EC] - 01. EC: Exempted Category Cell under the Directorate of Employment, West Bengal, to fill up the vacancies meant for Exempted Category Candidates in cases of Employment.
Service Type:	Yearly contract basis.	Yearly contract basis.
Age:	Not more than 40 years as on first date of the year of publication of Advertisement. For retired government employees upper age limit will be 64 years as on first date of the year of publication of advertisement. Candidates belonging to Scheduled Caste & Scheduled Tribe & Backward Class shall be entitled to a concession of five years and three years over the prescribed age limit respectively.	Not more than 40 years as on first date of the year of publication of Advertisement. Candidates belonging to Scheduled Caste & Scheduled Tribe & Backward Class shall be entitled to a concession of five years and three years over the prescribed age limit respectively.
Residential Qualification:	Applicant must be a citizen of India. Must be permanent resident of Paschim Medinipur. (Residential proof Aadhar card/ Epic card must be provided.)	Applicant must be a citizen of India. Must be permanent resident of Paschim Medinipur. (Residential proof Aadhar card/ Epic card must be provided.)
Essential Qualification:	<ol style="list-style-type: none"> 1. Commerce graduate with Honours. 2. Working Knowledge of Computer and ability to work in MS Office Packages (MS Word, MS Excel, MS Power Point). 3. Working Knowledge of Spread sheet, Tally and Presentation Packages. 4. Minimum 3 Years of working experience in any Government or Non-Government Organization. 	<ol style="list-style-type: none"> 1. Graduate in any discipline. 2. Working Knowledge of Computer and ability to work in MS Office. 3. Packages (MS Word, MS Excel, MS Power Point). Must have typing Speed 30 wpm. 4. Persons having typing speed below 30 words per minute need not to apply for the post. 5. Minimum 1 Year of working experience in any Government or Non-Government Organisation.

□ **Mode of Examination: It will be a three stage selection against the posts with 100 marks distributed as under.**

Accountant

- Written Test comprising of General Knowledge & Current Affairs, General Mental Ability, Arithmetic, English and Accountancy having 50 marks.
- Computer Test having 40 marks.
- Personality Test having 10 marks.

Data Entry Operator

- Written Test comprising of General Knowledge & Current Affairs, General Mental Ability, Arithmetic and English 40 marks.
- Computer Test having 50 marks.
- Personality Test having 10 marks.

General guideline:

- ❖ The applicant must have possessed the required qualification on or before the date of publication of this advertisement.
- ❖ Applications should only be made online available in the website www.paschimmedinipur.gov.in.
- ❖ The selection will be made on the basis of written test, computer test and interview.
- ❖ The date time & venue of the examination will be displayed in the above mentioned website in due course.
- ❖ The no of posts may vary than it is shown above.
- ❖ Mere application does not confer any right to be called for the examination and got selected for the post.

The shortlisted candidates for interview should bring the document in original and self-attested photocopies (for submission) in respect of identity proof, academic qualification, caste certificate, date of birth, certificate on knowledge in computer and experience certificate for verification.

Canvassing in any form is strictly prohibited and may result in cancellation of candidature.

The Selection Committee reserves the right in all circumstances for any modification required.

The authority reserves the right to reject any application without assigning any reason. The application may be rejected due to reason of a) Incomplete application, b) Age criteria, c) Required educational qualification, d) Without proper Photograph and Signature, e) Any other criteria required as per the advertisement etc. & f) Canvassing in any form.

Application in any mode other than online will not be accepted.

Commencement of submission of online application: **01.08.2019, 11:00 a.m.**

Closing date for submission of online application: **15.08.2019, 05:00 p.m.**

Additional District Magistrate,
Paschim Medinipur.

Memo No: 546/1(6)ISW

Date: 01.07.2019

Copy for information and requested to display in the office notice board to:

1. The Additional District Magistrate (Gen/Dev/LR/Pan/ZP), Paschim Medinipur.
2. The Sub-Divisional Officer, Medinipur Sadar/Kharagpur/Ghatal with request to send copies to all Sub-Divisional Offices.
3. The District Informatics Officer, NIC, Paschim Medinipur with request to upload the notice in the district website and arrange for provision of applications in the given format online by the applicants during the period mentioned. It should regularly be checked that the site is working during the period (01.08.2019 to 15.08.2019) even holidays.
4. All Block Development Officer, Paschim Medinipur.
5. The P.O. cum BCW, Paschim Medinipur.
6. The Officer-in-Charge, Zilla Sainik Board, Paschim Medinipur

Additional District Magistrate,
Paschim Medinipur.