



Government of West Bengal  
Office of the District Magistrate & Collector, Paschim Bardhaman  
District Project Management Unit, Kanyashree Prakalpa  
ARCS Building, 3rd Floor, Paschim Bardhaman-713305  
Email: dpmupaschimbdn@gmail.com

**ABRIDGED VERSION OF ADVERTISEMENT NO: 60/DPMU/KP DATED: 02.11.2017**  
**For Engagement to the post of Accountant, Accounts- cum-Data Manager and Data Manager, Paschim Bardhaman under Kanyashree Prakalpa.**


Memo No: 60/DPMU/KP

Date: 02.11.2017

**ENGAGEMENT NOTICE**

Applications are hereby invited from willing candidates including retired Government employees for engagement to the post of Accountant, Accounts- cum-Data Manager and Data Manager against vacancies under District Project Management Unit, Paschim Bardhaman. Details of Eligibility Criteria and other conditions along with procedure for application and other details are given in the district website of Purba Bardhaman (<http://www.bardhaman.nic.in>), Asansol Municipal Corporation (<http://www.asansolmunicipalcorporation.org>), Durgapur Municipal Corporation (<http://www.durgapurmunicipalcorporation.org>), Asansol Durgapur Development Authority (<http://www.addaonline.in>) as well as 'Notice Board' of the District Magistrate's office of Paschim Bardhaman and other important Government Offices.


**Last date of submission of hard copy of applications to the District Office via ordinary post/ Speed post or in hand is 24<sup>th</sup> Nov, 2017.**

  
**District Magistrate, Paschim Bardhaman &  
Chairperson, District Level Selection Committee  
DPMU, Kanyashree Prakalpa**

Memo No: 60/1(9)/DPMU/KP

Date: 02.11.2017

1. The Sub- Divisional Officer, Asansol Sadar/ Durgapur.
2. The District Project Officer, Sarva Shikha Mission, Paschim Bardhaman.
3. The District Social Welfare Officer, Paschim Bardhaman.
4. The District Information Officer (in-charge), NIC, Paschim Bardhaman.
5. The Treasury Officer, Treasury I, Treasury II, Paschim Bardhaman.
6. The District Information & Cultural Officer, Paschim Bardhaman.
7. CA to DM, Paschim Bardhaman for kind information of the District Magistrate, Paschim Bardhaman.
8. CA to ADM, Paschim Bardhaman for kind information of the Additional District Magistrate, Paschim Bardhaman.
9. The Editor, \_\_\_\_\_, Newspaper for publication of the abridged version of the said Notice as enclosed. The cost of advertisement will be given from Kanyashree administrative expenditure fund on submission of bill, addressing to the undersigned.

  
**District Magistrate, Paschim Bardhaman &  
Chairperson, District Level Selection Committee  
DPMU, Kanyashree Prakalpa**



Government of West Bengal  
Office of the District Magistrate & Collector, Paschim Bardhaman  
District Project Management Unit, Kanyashree Prakalpa  
ARCS Building, 3rd Floor, Paschim Bardhaman-713305  
Email: dpmupaschimbdn@gmail.com

Memo no: 60/DPMU/KP

Date: 02.11.2017

**ENGAGEMENT NOTICE**

Applications are hereby invited from willing candidates including retired Government employees for engagement to various Contractual posts under District Project Management Unit, Paschim Bardhaman for Kanyashree Prakalpa in Paschim Bardhaman district in accordance with Notification No.3593(20)-SW dated 07.12.2013 and no. 4536-SW/2K-03/16 dated: 08.08.2017 of the Department of Women Development and Social Welfare, Women Welfare Branch. Government of West Bengal read with resolution of meeting of the State Level Steering and Monitoring Committee of Kanyashree Prakalpa, dated 31.10.2013 of the Government of West Bengal. Eligibility Criteria for the various contractual posts and other conditions along with procedure of application and other processes for selection for engagement are given as follows. Engagement to all posts are for a Contractual period of 3 years from the date of Contract.

**A. Details of Contractual post with Remuneration & Eligibility Criteria**

Sl. No	Name of the Contractual post	Essential Qualification(s) & Experience	Desirable Qualification(s) & Experience	Age as on 1 <sup>st</sup> April, 2017.	No. of post(s)	Remuneration per month (Rs.)
1	Accountant	<ul style="list-style-type: none"><li>• Commerce Graduate with Accountancy Honours</li><li>• Certificate in Computer Application from a reputed and recognized institute and ability to work in MS Office Packages</li><li>• Working knowledge of Spreadsheet, Tally and Presentation Packages</li></ul>	Minimum 3 years of working experience	<ul style="list-style-type: none"><li>• Not less than 18 years and not more than 37 years</li><li>• Not more than 65 years in case of retired Government Employees</li></ul>	1 (in DPMU, Paschim Bardhaman)	15,000/- (consolidated)

2	Accounts-cum-Data Manager	<ul style="list-style-type: none"> <li>• Commerce Graduate</li> <li>• Certificate in Computer Application from a reputed and recognized institute and ability to work in MS Office Packages</li> </ul>	Minimum 1 year of working experience	<ul style="list-style-type: none"> <li>• Not less than 18 years and not more than 37 years</li> <li>• Not more than 65 years in case of retired Government Employees</li> </ul>	2 (in DPMU, Paschim Bardhaman)	12,000/- (consolidated)
3	Data Manager (sub Divisional/ Block)	<ul style="list-style-type: none"> <li>• Graduate in any discipline</li> <li>• Certificate in Computer Application From a reputed and recognized institute</li> <li>• typing speed of 30 wpm in keyboard</li> </ul>	Minimum 1 year of working experience	<ul style="list-style-type: none"> <li>• Not less than 18 years and not more than 37 years</li> <li>• Not more than 65 years in case of retired Government Employees</li> </ul>	9 posts (Offices of B.D.O. Salanpur B.D.O. Barabani B.D.O. Jamuria B.D.O. Raniganj B.D.O. Andal B.D.O. Pandabeswar B.D.O. Durdapur-Faridpur S.D.O. Asansol Sadar S.D.O. Durgapur)	11,000/- (consolidated)

**B. Details of Contractual post with residential requirements & period of Contract**

Sl. No.	Name of the Contractual post	Residence Criteria	Period of Contract	Place of Posting
1	Accountant	Indian National	3 years from date of joining	DPMU, Paschim Bardhaman
2	Accounts-cum-Data Manager	Indian National	3 years from date of joining	DPMU, Paschim Bardhaman
3	Data Manager (Sub Divisional/ Block)	Resident of the particular Block in case of Application for Block Data Manager. Resident of the particular Sub Division in case of Application for Sub Divisional Data Manager.	3 years from date of joining	Block/ Sub Division as applied


**C. Procedure of Selection for engagement**

Sl. No.	Name of the Contractual post	Written Examination in General Aptitude (A)	Practical Examination or Typing Speed Test (B)	Interview/ Viva Voce (C)
1	Accountant	Yes(40% qualifying) graduation level Accountancy Honours	Yes	Yes
2	Accounts-cum-Data Manager	Yes(40% qualifying) graduation level Accountancy	Yes	Yes
3	Data Manager (Sub Divisional/ Block)	Yes(40% qualifying) General Aptitude	Yes	Yes

**D. Other Terms & Condition:**

1. The selection will be made by a District Level Selection Committee. Order and Decision of the Committee as regards selection shall be final and binding on all concerned.  
For Application Format and detailed information please log on to <http://www.bardhaman.nic.in> or <http://www.asansolmunicipalcorporation.org> or <http://www.durgapurmunicipalcorporation.org> or <http://www.addaonline.in>. Also find the notice on the 'Notice Board' of the District Magistrate's office of Paschim Bardhaman & Purba Bardhaman, S.D.O. office Asansol Sadar/ Durgapur, ADDA, Asansol Municipal Corporation, Durgapur Municipal Corporation and other important Government Offices.
2. The following documents/ testimonials have to be attached.
  - a. Proof of residence from local authorities (Pradhan/ Councillor)/ BDO/SDO/ EPIL/ passport.
  - b. Proof of Date of Birth – Only Secondary level Admit Card/ Certificate to be accepted.
  - c. Proof of Educational Qualification – All documents justifying essential & desirable qualification.
  - d. In case of retired employees proof of employment, tenure & experience and superannuation from the employer.
  - e. Certificate in support of computer speed 30 w.p.m. in case of post of Data Manager only from a recognized Institute.
3. All Applications should be provide with 3 recent color passport sized photograph (1 affixed on the application & the others stapled).
4. All Applications should contain the attested photocopies of all testimonials to substantiate eligibility in respect of Essential Qualifications & Residence and also to establish Desirable Qualifications.
5. Photocopies of all testimonials and the photographs should be attested by either a Gazetted Officer of Government of India or a Group A Officer of Government of West Bengal.
6. Applications are to be submitted in prescribed format in a sealed envelope Superscribed with the Name of the post Applied for, place of posting Applied for & Name of Block/Municipality & Name of the Sub Division of Applicants' residence against a receipt without verification at the office of the District Magistrate & Collector, District Project Management Unit, Kanyashree Prakalpa, ARCS Building (Samabay Bhavan), 3rd Floor, Kanyapur, Paschim Bardham, Pin – 713305 on any working day from 12 noon to 3 p.m. on and from 04.11.2017 to 24.11.2017.
7. List of Rejected applications along with reasons of rejection & list of accepted applications would be available in the websites as well as notice boards as mentioned in point no 1 on 27<sup>th</sup> Nov, 2017.

8. All Applicants whose applications are accepted would have to sit for a Written Examination as detailed in item C. and only candidates qualifying in the written examination would be called for practical examination and / or viva voce.
9. List of Qualifying Candidates would also be available in the websites and notice boards as mentioned above. **Separate Admit Cards** for Practical & viva voce would be given after the result of written examination.
10. All other terms & conditions for engagement would be guided by order of the Department of Women Development & Social Welfare vide No. 3593(20)-SW dated: 07.12.2013 and subsequent of the state Level Steering & Monitoring Committee, Kanyashree Prakalpa in this respect.
11. The District reserves the right to cancel/postponed/suspend any engagement to any aforesaid post at any point of time.
12. Applicants are liable for prosecution under extant laws for any wrong/ fraudulent/ incomplete information during application.


  
District Magistrate, Paschim Bardhaman &  
Chairperson, District Level Selection Committee  
DPMU, Kanyashree Prakalpa

Memo No. 60/1(8)/DPMU/KP

Dated 02.11.2017

Copy forwarded for information and taking necessary action to:

1. The District Informatics Officer, NIC, Paschim Bardhaman with a request to make it convenient to publish the said Notice in the district website of Purba Bardhaman (<http://www.bardhaman.nic.in>), Asansol Municipal Corporation (<http://www.asansolmunicipalcorporation.org>), Durgapur Municipal Corporation (<http://www.durgapurmunicipalcorporation.org>), Asansol Durgapur Development Authority (<http://www.addaonline.in>) along with the application proforma enclosed
2. The joint Director, Employment Exchange, Paschim Bardhaman with a **request to arrange for availability of complete database of eligible candidates as per notice above, enrolled in the State Employment Bank on behalf of the District Magistrate latest by 27<sup>th</sup> November, 2017. In case of non-availability of list of eligible candidates from State Employment Bank, the process of selection would continue with applications received through direct advertisement as above.**
3. The District Social Welfare Officer, Paschim Bardhaman.
4. The District Project Officer, Sarva Shikha Mission, Paschim Bardhaman.
5. The District Information & Cultural Officer for publication of the abridged version of the said notice as enclosed in at least 2 widely published news dailies and 2 local newspapers
6. CA to DM, Paschim Bardhaman for kind information of District Magistrate & Collector, Paschim Bardhaman
7. CA to ADM (SW), Paschim Bardhaman for kind information of the Additional District Magistrate (SW), Paschim Bardhaman
8. The Editor, \_\_\_\_\_ Newspaper for publication of the abridge version of the said Notice as enclosed.

  
District Magistrate, Paschim Bardhaman &  
Chairperson, District Level Selection Committee  
DPMU, Kanyashree Prakalpa

**APPLICATION FORM FOR ENGAGEMENT TO THE POST  
OF \_\_\_\_\_**

**(District/ Sub Division/ Block)**

**IN DISTRICT PROJECT MANAGEMENT UNIT (DPMU), PASCHIM BARDHAMAN UNDER  
KANYASHREE PRAKALPA**

1.	Name of the post Applied for: (Mention District/ Sub Division/ Block as the case may be)	Post:		Attach Self Attested Recent Coloured passport size (35mm x 45 mm) Photograph									
		District/ Sub Division/ Block:											
2.	Name of the Candidate (in Block Capital):												
3.	Father's Name:												
4.	Complete Residential Address: (State Block/ Municipality & Sub Division)												
		P.O. :	P.S. :										
		Block/ Municipality	Sub Division:										
		<i>(Attach Attested copy of proof of Residence) – EPIC/ Passport/ Residential Certificate from local authorities-Pradhan/ Councillor or BDO/SDO)</i>											
5.	Contact No. & Email Address	Phone:	Email:										
6.	Whether Retired Government Employee: (Yes/No)	Name of the Department/ Ministry with Name of the Government:											
7.	Date of Birth:	<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> </table>											
<i>(Attach Attested Copy of proof – Secondary level Mark Sheet/ Certificate only)</i>													
8.	Sex: (Male/ Female)												
9.	Educational Qualification: (Attach Attested Copy of Qualification- Certificates/ Mark Sheets)	Level of Examination		% of marks obtained									
		1. Secondary Level:											
		2. HS Level:											
		3. Graduation Level:											
4. Post Graduation Level (if any)													
10.	Computer Qualification: (Attach Attested Copy of Qualification- Certificates & Mark Sheet)	Name of the Institute With Registration No.	Name of the Course with Topics Covered	Course Duration with period (MM/YY)	% of Marks obtained								

11.	Working Experience: <b>State period of Engagement</b>	Period From (DD/MM/YYYY)		Period To (DD/MM/YYYY)	
		Date of Superannuation (if retired from Government):		Name of the last post held & Scale of Pay/pay Band with Grade pay:	Scale of Pay
		<i>(Attach Attested copy of Proof of Experience from Employer)</i> (In case of retired Government Employee attach attested copy of employment tenure with designation(s)/posts held, and pension order/ certificate of superannuation from the employer has to be submitted)			
12.	Remarks (if any):				

I am willing to be engaged in the post of \_\_\_\_\_, in \_\_\_\_\_ (District / Sub Division / Block) & aware of the terms and conditions of the engagement. All the above particulars are true to the best of my knowledge and belief and liable to prosecution under extant laws for any wrong/fraudulent/ incomplete information in case of above declarations.

Date:

(Full Signature of Applicant)

Place:

**ANNEXURE IV**

**Self- Declaration Format**

**Space for Photograph**

I .....Son/ Daughter of Shri ..... age.....years,  
resident of .....in the District of ....., West Bengal, do  
hereby declare that the information given above and in the enclosed documents is true to the best of my  
knowledge and belief and nothing has been concealed therein. I am well aware of the fact if the  
information given me is proved false / not true at any point of time, I will have to face punishment as per  
any provision of Law for the time being in force as well as the benefit availed by me or accrued to me  
shall be summarily cancelled.

Date:

Place:

(Full Signature of the Applicant)