

Government of West Bengal
Office of the District Magistrate, Purulia
Adolescent Intervention Program
District Plan of Action Children Cell
District ICDS Section, Purulia

Memo No: -494 / DPAC /PRL

Dated:- 15/ 11/2017

Notice

Applications are invited from eligible candidates for the post mentioned below under Adolescent Intervention Programme of the DPAC, ICDS Cell, Purulia purely on temporary (**approved project term is till 31st December 2017 and is further renewable**) basis & it will be totally contract basis as per approval of UNICEF, Kolkata. The eligibility criteria for the post & other conditions along with procedure of application and other processes for selection for engagement are given below:-

A. Details of the post:-

Name of the post	No. of post	Essential Qualification & Experience	Desirable Qualification & Experience	Remuneration per month (in Rs.)
Accounts, maintenance of books and documentation support staff.	1 (one)	Candidate must have a Degree in Commerce with at least one year experience.	Minimum one 1 year of working experience in same field. Preference may be given to Masters in Commerce or equivalent. Candidates possessing prior knowledge of, cash book ,BRS ,Balance Sheet, P.Tax , I.Tax and having requisite experience in computerized accounts maintenance and having knowledge of office documentations like Stock maintenance etc. may be preferred.	Rs 10000/- p.m. (consolidated pay)

B. For the selection of the post, candidates have to appear in a computer based (90 marks) written test covering the following areas i) Computer Applications Practical (50 marks) ii) Accountancy and Office support issues (20 marks), iii) English language (20 marks), and viva-voice (10 marks). Total marks 100.

Age should be within **22years to 40 years as on 01.11.2017 for the posts.**

1. Submission of online application:- the willing candidates are requested to visit the district portal i.e www.purulia.gov.in where selection notification will be made available on & from **16/11/ 2017 for filling up online application**
2. Last date of submission of online application is **22/ 11/2017 upto 5.30 p.m.** Application received beyond the last date will not be considered.

3. Willing candidates shall have to upload scanned copy of residential certificate, valid proof of age and educational qualifications, professional qualifications, experience certificate, photo & signature with their application page provided. After successful submission of online application, a dynamic form showing the details of the candidate along with the photo and signature will be generated. Candidates are instructed to keep a printed copy of the form for record purpose. Also after successful submission of online application a unique registration number will be generated. Candidates are instructed to remember that registration number for future reference.
4. All application should contain the original scanned copies of all testimonials to substantiate eligibility in respect of essential qualifications & age and also to establish desirable qualification.
5. Offline/ by post application will not be accepted in any circumstances.
6. Applicants whose application are accepted would have to appear to **computer based written examination** as detailed in **item B** and only candidates qualifying (qualifying marks 30) in the computer based written examination will be called for viva voice.
7. Admit card of written examination can be obtained from www.purulia.gov.in. No postal communication will be made from this end.
8. All information will be available on this website: www.purulia.nic.in.
9. The authority reserves the right to engage or to cancel any engagement to aforesaid post or may be suspended /postponed at any point of time without showing any reason.
10. No T.A / D.A admissible to the candidate for appearing in the interview.
11. In case in any confusion candidates are requested to email at aippurulia@gmail.com.
12. Applicants are requested to regularly visit the district website for any subsequent information/update in this regard.
13. Recommendations from any level will not be entertained.


Additional District Magistrate (G)
Purulia

Anindha Ray

Memo No: - / DPAC / PRL

Date: /11/2017

Copy forwarded for information and necessary action to:

1. The Chief Medical Officer of Health, Purulia.
2. DPO, ICDS, Purulia
3. Consultant Adolescent Intervention Program, Purulia
4. Child Protection , Specialist, (Adolescent Engagement) UNICEF, Kolkata
5. DICO, Purulia for publication one local newspaper and one daily newspaper on or before 16.11.2017
6. DIO, NIC, Purulia with request to publish the same in the Official website of the District.
7. C.A to District Magistrate, Purulia.
8. P.A/CA to Addl. District Magistrate (G), /Addl. District Magistrate(D), Purulia


Additional District Magistrate (G)

Purulia

Anindha Ray