



Govt. of West Bengal  
Office of the District Magistrate & Collector, Uttar Dinajpur  
Karnajora, Raiganj, Uttar Dinajpur  
**Kanyashree Cell**

Memo No: - 28 /DM-KP (UD)

Dated: - 26 / 02 / 2019

From : The District Magistrate,  
Uttar Dinajpur.

To : The Secretary,  
Child Development and Women Development and Social Welfare Department,  
Government of West Bengal,  
Bikash Bhavan, North Block, 10<sup>th</sup> Floor, Salt Lake, Kolkata- 700106.

Sub : Publication of advertisement for engagement of Accountant and Data Entry Operator of  
Rupashree Prakalpa under Uttar Dinajpur district in Department's Website  
(www. wbwcdsw.gov.in).

Ref. : 957/O/RP-02/2019 dtd. 15.02.2019 of the Joint Secretary, Women Development and Social  
Welfare Department, Government of West Bengal.

Madam,

In reference to the subject mentioned above, an engagement notice for filling up various contractual posts under District Project Management Unit, Rupashree Prakalpa, Uttar Dinajpur is enclosed herewith for your kind information.

In this connection, you are requested to publish this notice of contractual engagement of Accountant and Data Entry Operator of Rupashree Prakalpa under Uttar Dinajpur district in Department's Website (www. wbwcdsw.gov.in) for wide publicity.

Enclosed: As stated.

  
District Magistrate,  
Uttar Dinajpur.

**Government of West Bengal**  
Office of the District Magistrate, Uttar Dinajpur  
Raiganj at Karnajora  
(Social Welfare Section)

No. 26 / DM-KP (UD)

Dated : 26 / 02 / 2019

**NOTICE**

Applications in the prescribed format are invited from eligible candidates to fill up the following contractual posts under Rupashree Prakalpa, Uttar Dinajpur:-

- 1.a) Name of the Post : **Accountant**  
b) No. of vacancy & Category : 03 ( 01 in DPMU and 02 in each Sub Division; UR-02 and SC-01)  
c) Age : Not more than 40 years as on 01/ 01/2019.  
For retired government employees upper age limit will be 64 years as on 01.01.2019.  
Candidate's belonging to SC/ST and Backwards Classes shall be entitled to a concession of five years and three years over the prescribed age limit respectively.  
d) Essential Qualification & Experience :  
  - Commerce Graduate with Honours.
  - Working Knowledge of Computer and ability to work in MS Office Packages (MS Word, MS Excel, MS Power Point).
  - Working Knowledge of Spread Sheet, Tally and Presentation Packages.
  - Minimum 03 years of working experience in Government or Non-Government Organisation.  
e) Salary : Rs. 15,000/- per month (consolidated).  
Remuneration of Retired Government Employees will be guided by Finance Department Order No. 10935-F(P) dtd. 05.12.2011.  
f) Tenure of service : On yearly contract.
- 2.a) Name of the Post : **Data Entry Operator**  
b) No. of vacancy & Category : 11 ( 01 in each blocks and sub division; UR-05, SC-03, ST-01, OBC- A- 01 and OBC- B- 01)  
c) Age : Not more than 40 years as on 01/ 01/2019.  
Candidate's belonging to SC/ST and Backwards Classes shall be entitled to a concession of five years and three years over the prescribed age limit respectively.  
d) Essential Qualification & Experience :  
  - Graduate in any discipline
  - Working Knowledge of Computer and ability to work in MS Office Packages (MS Word, MS Excel, MS Power Point).Must have typing speed 30 word per minute.
  - Working Knowledge of Spread Sheet, Tally and Presentation Packages.
  - Minimum 01 years of working experience in Government or Non-Government Organisation.  
e) Salary : Rs.11, 000/- per month (consolidated).  
f) Tenure of service : On yearly contract.

- Last date and time of submission of application for all posts is 20.03.19 upto 4 p.m.
- Applicants must be permanent residents of Uttar Dinajpur district.

- Candidates may apply in the prescribed format, annexed with this notice, attaching the attested copies of age proof, certificates, mark sheet, testimonials etc. and submit the same by hand at General Section, Uttar Dinajpur Collectorate at Karnajora in the official working days and working time or send by post addressing to the District Magistrate, Uttar Dinajpur, at Karnajora, Pin- 733130 and such applications must reach this office by 4.00 p.m. on 20.03.19
- Envelop shall be superscribed as "Application for the Post of..."
- Distribution of Marks for engagement to the post of Accountant :  
It will be a three stage selection against each post with 100 marks distributed as under:
  - 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.
- Distribution of Marks for engagement to the post of Data Entry Operator :  
It will be a three stage selection against each post with 100 marks distributed as under:
  - Written Test comprising of General Knowledge & Current Affairs, General Mental Ability, Arithmetic, English having weightage of 40 marks.
  - Computer Test having 50 marks.
  - Personality Test having 10 marks.
- Requisite documents: Self attested photo copies of certificates/ mark sheets etc. in connection with educational qualification, computer knowledge and working experience as mentioned in the prescribed format.


  
District Magistrate  
Uttar Dinajpur

No. 26 / 1 (23) / DSW (UD)

Dated : 26 / 02 / 2019

Copy forwarded for information and wide publicity to:-

1. The Secretary, Child Development and Women Development and Social Welfare Department, Government of West Bengal, Bikash Bhavan, North Block, 10<sup>th</sup> Floor, Salt Lake, Kolkata- 700106.
2. The Joint Secretary, Women Development and Social Welfare Department, Government of West Bengal, Bikash Bhavan, North Block, 10<sup>th</sup> Floor, Salt Lake, Kolkata- 700106.
3. The Superintendent of Police, Uttar Dinajpur.
4. The Additional Executive Officer, Zilla Parishad, Uttar Dinajpur.
- 5-6. The Sub Divisional Officer, Raiganj (Sadar) / Islampur, Uttar Dinajpur.
- 7-15. The Block Development Officer, Chopra / Islampur / Goalpokher-I / Goalpokher-II / Karandighi / Raiganj / Hemtabad / Kaliyaganj and Itahar, Uttar Dinajpur.
16. The District Information and Cultural Officer, Uttar Dinajpur.
17. The Joint Director of Employment, Uttar Dinajpur.
18. The District Informatics Officer, N.I.C., Uttar Dinajpur. He is requested to publish this notice in the district Website of Uttar Dinajpur- [www.uttardinajpur.nic.in](http://www.uttardinajpur.nic.in).
19. CA to the District Magistrate, Uttar Dinajpur.
20. CA to the Additional District Magistrate (Gen.), Uttar Dinajpur.
21. CA to the Additional District Magistrate (SW), Uttar Dinajpur.
22. Office Notice Board
23. Office Copy.

  
District Magistrate  
Uttar Dinajpur

**APPLICATION FORMAT**

Application for the post of 'Accountant / Data Entry Operator in Rupashree Prkalpa under Uttar Dinajpur District.

Name of the Post Applied for: \_\_\_\_\_

Paste Recent  
Passport  
size colored  
photograph  
and sign  
across

|  |  |                    |                    |      |             |                |                     |
|--|--|--------------------|--------------------|------|-------------|----------------|---------------------|
| 1.   | Name (in capital letters)  |                    |                    |      |             |                |                     |
| 2.   | Father's / Husband's Name  |                    |                    |      |             |                |                     |
| 3.   | Communication address with pin code & contact No.  |                    |                    |      |             |                |                     |
| 4.   | Permanent address with PIN code (Residential Proof to be attached)   |                    |                    |      |             |                |                     |
| 5.   | Date of Birth (Proof to be attached)   |                    |                    |      |             |                |                     |
| 6.   | Age (as on 01 /01 /2019 )  |                    |                    |      |             |                |                     |
| Educational Qualification :<br>(Self attested photo copies of Certificates / Mark sheets etc. to be attached ) |  |                    |                    |      |             |                |                     |
|  | Sl. No.  | Examination Passed | University / Board | Year | Total Marks | Marks Obtained | Percentage of Marks |
| 7.   |  |                    |                    |      |             |                |                     |
|  |  |                    |                    |      |             |                |                     |
|  |  |                    |                    |      |             |                |                     |
| 8.   | Qualification on Computer Knowledge :<br>(Self attested photo copies of Certificates / Marksheet etc. to be attached ) |                    |                    |      |             |                |                     |
| 9.   | Working Experience<br>(Self attested copies of Certificate to be attached )  |                    |                    |      |             |                |                     |
| 10.  | Remarks (if any) :   |                    |                    |      |             |                |                     |

Date:  
Place:

\_\_\_\_\_  
Signature of the Candidate in full

**ABRIDGED NOTICE**

Applications are invited for the Contractual posts of 03 (three) Accountants and 11 (eleven) Data Entry Operators for Rupashree Prakalpa, U/D. Pl. visit: [www.uttardinajpur.nic.in/](http://www.uttardinajpur.nic.in/) [www.wbwdcdsw.gov.in/](http://www.wbwdcdsw.gov.in/) Banglar Mukh.

Sd/-  
DM, U/D

  
District Magistrate  
&

Chairperson of the Selection Committee  
Uttar Dinajpur