



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB DIVISIONAL OFFICER, SILIGURI
RUPASHREE SECTION, SILIGURI**

Memo No. 54 /DPMU

Dated 10/9/2024

NOTICE

In pursuance of Memo No.955-SW/O/RP-02/2019 dated 15.02.2019 and Memo No. 957-SW/O/RP-02/2019 dated 15.02.2019 of Department of WCD&SWD, Govt. of West Bengal, offline applications are invited in prescribed format attached herewith from the eligible candidate for engagement in the following contractual posts for Rupashree Prakalpa in the District Project Management Unit (Rupashree Prakalpa), under Siliguri Sub Division, District Darjeeling. **The last date for submission of application form is 30.09.2024**

The eligibility criteria for engagement to the aforesaid post will be as details below in Table A:

TABLE: A

Sl No	Name of the post	Vacancy	Age (As on 30.09.2024)	Essential qualification	Other required qualification	Consolidated pay
01	Accountant (SDO office Siliguri)	01 (UR)	18 - 40 years	<ul style="list-style-type: none">Commerce Graduate with HonorsWorking Knowledge of Computer MS Office PackageWorking Knowledge of Spread Sheet, tally and Presentation packages	At least 3 (three) years experience in the Govt. or NGO	Rs.15,000/- per month(Consolidated)
02	Data Entry Operator (Block)	03 UR-1, SC(EC)-1, EWS(EC)-1	18 - 40 years	<ul style="list-style-type: none">Graduate in any DisciplineWorking Knowledge of Computer MS Office Package and must have typing speed 30 wpm	At least 1 (one) year experience in the Govt. or NGO	Rs.11,000/- per month(Consolidated)

Job Responsibility-

- 1) **Accountant-** Overall responsibility of maintaining accounts for District Project Management Unit (DPMU) and/or Sub-Division, preparation of reports, compilation, forecast, analysis of various data etc.
- 2) **Data Entry Operator-** To do the work of Data Entry, report preparation and compilation etc.

1. One candidate can apply for the one category of post only.

2. Candidates from SC, ST communities will get age relaxation of 05 years .

3. For **Exempted Category** please visit http://employmentdirectorratewb.gov.in/EC_cell.html

4. For **retired employee** upper age limit will be 64 years as on 30.09.2024 for the post of Accountant only.

5. Qualification as stated in the table must be possessed by the candidate on or before the publication of the advertisement. If it is found during verification of testimonials at any stage that candidate has acquired qualification as stated above at any date after date of publication of this advertisement, his / her candidature shall be summarily rejected.

6. All columns of the application form are to be duly filled in.

7. In case of regular / contractual employee NOC from current employer is required.

8. Mode of selection: The written examination will be objective type & multiple choice questions. The subjects and the distribution of marks are as follows:

TABLE: B

Name of Post	Subject	Allotted Marks
Accountant	Written Examination : GK, Current Affairs, General Mental ability, Arithmetic, English and Accountancy	50
	Computer Test	40
	Viva Voce	10
Data Entry Operator	Written Examination : GK, Current Affairs, General Mental ability, Arithmetic, English	40
	Computer Test	50
	Viva Voce	10

9. The short-listed candidates in the written examination will be called for appearing in computer test and Viva Voce Test.

10. The final merit list will be prepared on the basis of total marks obtained in the Written Examination, Computer Test and the Viva-Voce test.

11. The selection committee of DPMU (For Siliguri) reserves the right to reject any application not properly filled in or received after due date.

12. Authority reserves the right to conduct the written test for all the post on a single date.

13. Admission to the examinations will be purely provisional subject to verification at any later stage. That is, candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance at the examinations.

14. The short-listed candidates for viva-voce should bring the documents in original and self-attested photocopies (for submission) in respect of identity proof, residential certificate, academic qualifications, caste certificate, date of birth, certificate of knowledge in computer and experience certificate for verification.

15. Information regarding date, time & venue of written test, computer test & Viva Voce will be uploaded on our district website hence eligible candidates are required to see the website: www.darjeeling.gov.in from time to time for obtaining updated information.

16. Selected candidates shall perform their duties anywhere in Siliguri Sub-Division when posted.

17. How to apply:

a) The candidates should apply in prescribed application format attached with this notification and submitted in the assigned drop box for the separate post at SDO Office, Siliguri (Rupashree Section) within the last date of submission of application by hand.

b) Documents to be submitted with the application form.

1. **Age proof:** Madhyamik Admit Card/ Certificate from other board where age is mentioned

2. **Residence Proof: (Applicant must be a citizen of India).** Voter Card & recent Gas Bill (Both are mandatory) and Aadhar card/Ration Card/residential certificate of Panchayat Pradhan (duly counter signed by Panchayat Secretary)/ residence certificate of Chairman of Municipality (duly counter signed by EO, Municipality)

3. **Academic & Computer Qualification:** Self attested copy of Academic & Computer qualification for the post as mentioned in TABLE-A.

4. **Certificate of Caste:** Self attested copy of caste certificate received from an appropriate authority

5. **Experience Certificate:** Self attested copy of experience certificate from appropriate authority as mentioned in TABLE-A.

6. Two self addressed envelope with requisite postage stamp be submitted with the application form.

7. Two pass port size (2.5x3.5cm) photo copies duly signed by the candidate.



**District Magistrate
Darjeeling
&
Chairperson
Selection Committee,
DPMU (Rupashree Prkalpa
Siliguri**

**APPLICATION FORM FOR CONTRACTUAL RECRUITMENT OF ACCONTANT/
DATE ENTRY OPERATOR IN RUPASHREE PRAKALPA UNDER DPMU, SIIGURI**

(Form should be filled in with ball pointed pen in own hand writing. Incomplete form without attached documents and form not delivered in due mandate time are liable to rejection)
In reference to the Notice Vide **Memo NO 54/DPMU Dated 10/09/2024**, I am
Willing to apply for the same and any details particulars are given below.

Recent coloured
passport size
photograph (3.5
cmx2.5 cm) to be
pasted and duly
signed by the
Applicant

Post Applied for: _____

1. Applicant's Name _____
(In Block Letters)

2. Date of Birth: ___/___/___ Age: (As on 30.09.2024) D) ___ (M) ___ (Y) ___

3. Gender (Male/Female/3rd Gender): _____ Marital Status: _____

4. Fateher's/Husband's Name: _____

5. A) Category (SC/ST/OBC/GEN/EC/EWS): _____

6. Address for Correspondence Village/Street _____
P.O. _____ P.S _____
Dist _____ Pin _____

7. Permanent Address: Village/Street _____
P.O. _____ P.S _____
Dist _____ Pin _____

Tel NO. (With STD Code): _____ Mobile _____ Email ID _____

8. Education Qualification:

Exams Passed	Board/University	Subject	Year of Passing	Marks obtained	Result/Division	% of Marks

9. Details of Work Experience:
(Credential from Head of the office/organisation should be enclosed with NOC from current employer)

Sl No	Name of the Organization/Institution	Key tasks assigned	Period(From-To)

10. Details of Computer Knowledge/Qualifications:

Exams Passed	Institution /University	Subjects	Year of Passing	Marks obtained	Results/Division	% of Marks

Enclose self attested photocopies of all proofs in respect of Sl. No. 01 to 10 (except 1, 3 & 4) must be attached.

"I hereby declare that all the statements made by me in the application are true, correct and complete to the best of my knowledge and belief. I also declare that in case of my statement found false or incorrect during any stage of recruitment and thereafter, I shall abide by the decision of the Authority including cancellation of my candidature of appointment under the extant of rules."

Date: _____
Place: _____

Full Signature of the applicant