



Govt. of West Bengal
Office of the District Magistrate & Collector, Jhargram
(Rupashree Section)

Landline - 03221257915

Email – dm-jhargram-wb@gov.in
jhargramdm@gmail.com

Memo No: 49/RUP/JGM

Date: 22.12.2020

Notification for Engagement of Accountant and Data Entry Operator
under Rupashree Prakaalpa,

(Ref Notification- 955-SW/O/RP-02/2019, Dt. 15.02.2019 and 957-SW/O/RP-02/2019,
Dt. 15.02.2019 of WCD & SW Deptt.)

Applications are invited from eligible candidates for selection to the following posts in the district of Jhargram. Willing candidates who are permanent residents of Jhargram District are required to drop hard copies of application forms in the drop box kept at the Rupashree Cell of the Office of the District Magistrate, Jhargram from **24.12.2020 to 18.01.2021** on working days from 10:30 am to 5:30 pm. Applications may be submitted by registered post also. The last date for submission of the application is 18.01.2021 till 5:30 p.m.

Prescribed application form may be downloaded from the Jhargram District website <https://jhargram.gov.in> and Departmental website www.wbwdcdsw.gov.in.

Xerox/typed/printed/scanned copy of Application Form will also be entertained.

Name of post and eligibility

(1) <u>Accountant</u>	
Name of the Post	Accountant, Rupashree Prakaalpa
Remuneration	Rs. 15,000/- per month (Consolidated) Remuneration of Retired Government Employees will be guided by Finance Department order no 10935-F (P) dated 05.12.2011.
No of vacancy:	1 (SC) for SDO Office Jhargram
Service Type:	Purely on contract
Tenure of Service	On yearly contract
Age:	Not more than 40 years as on 01.01.2020. For retired Govt. employees upper age limit will be 64 years as on 01.01.2020. Candidates belonging to Scheduled Caste shall be entitled to a concession of five years over the prescribed age limit.
Residential Detail	Must be permanent resident of Jhargram District.
Essential Qualification:	1. Commerce Graduate with Honours 2. Working knowledge of computer and ability to work in MS Office Packages (MS Word, MS Excel, MS PowerPoint). 3. Working knowledge of Spread sheet, Tally and Presentation Packages.
Working Experience:	Minimum 3 years of working experience in any Government or Non-Government organisation.
Job Responsibility	Overall responsibility of maintaining accounts for Sub-Division, preparation of reports, compilation, forecast, analysis of various data etc.



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(2) <u>Data Entry Operator</u>	
Name of the Post	Data Entry Operator, Rupashree Prkalpa
Remuneration	Rs. 11,000/- per month (Consolidated)
No of vacancy:	<p style="text-align: center;">4 (For SDO Office and for Block Development Offices)</p> <p style="text-align: center;">UR (EC)-01, ST-01, SC (EC)-01 and OBC-A - 01</p> <p>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.</p> <p><u>EC candidates are requested to contact the office of 'The Director of Employment, West Bengal (Exempted Category Cell), 67, Bentinck Street (4th & 5th Floor), Kolkata- 69' for sponsoring their names from their end to the District Office.</u></p>
Service Type:	Purely on contract
Tenure of Service	On yearly contract
Age:	Not more than 40 years as on 01.01.2020. Candidates belonging to Scheduled Caste & Scheduled Tribes and Backward Classes shall be entitled to a concession of five years and three years over the prescribed age limit respectively.
Residential Detail	Must be permanent resident of Jhargram District.
Essential Qualification:	1. Graduate in any discipline. 2. Working knowledge of computer and ability to work in MS Office Packages (MS Word, MS Excel, MS PowerPoint). 3. Must have typing speed 30 wpm.
Working Experience:	Minimum 1 year of working experience in any Government or Non-Government organisation.
Job Responsibility	To do the work of data entry, report preparation and compilation etc.

Mode of Selection: It will be a three stage selection against each post with 100 marks distributed as under:-

Distribution of Marks for engagement to the post of Accountant:

- Written test comprising of General Knowledge & Current Affairs, General Mental Ability, Arithmetic, English and Accountancy having 50 marks.



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- Computer Test having 40 marks.
- Personality Test having 10 marks.

Mode of Selection: It will be a three stage selection against each post with 100 marks distributed as under:-

Distribution of Marks for engagement to the post of Data Entry Operator:

- 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.

The shortlisted applicants (based on the eligibility criteria) will be eligible for the written test. District Selection committee will determine the cut-off mark for eligibility to appear for Computer Test and Personality Test. The final selection will be based on the aggregate of marks obtained in written test, computer test and personality test. If equal marks are obtained by more than one candidate, preference is to be given to the candidate inter se senior in age as on 01.01.2020.

General guidelines:-

1. Along with Application the candidates are required to submit self attested photocopy of Madhyamik admit card, Mark sheet of all Academic Qualifications, Certificate of Higher Education, Computer Education and Experience, Voter card/ Aadhar Card and 2 recent colour passport size photographs (1 to be pasted and self attested in the application form & the other to be stapled with the application form). The candidate is advised to write his/her name with father's/ guardian's name at the back of the additional photograph. Candidate, unable to download admit cards issued to him, should come to the office of the District Magistrate, Jhargram before the Computer examination for having their admit cards.
2. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of his advertisement, his/her Candidate shall be summarily rejected.
3. The filled in application form(in original) shall have to dropped at the drop box specifically marked and kept at the Rupashree Cell of the office of the District Magistrate, Jhargram super scribing the envelope as-

- **Application for the post of** _____

Defective/ incomplete applications will be summarily rejected.



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(Rupashree Section)

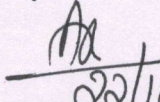
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4. Only shortlisted candidates will be asked to produce all relevant original certificates along with the attested photo copies for verification at the time of viva voce, failing which their candidature shall be rejected without any further communication.
5. Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlist for his/her application through persons, officials of Government, or agencies will disqualify him/her will be disregarded and will render the candidates ineligible.

Note:: (if any change takes place in the eligibility criteria, syllabus for examination, date of examination ,vacancy position, other issues directly related with this notification will be brought to the notice of candidate in manners decided by the District Level Committee).

By order

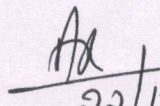

22/12/2020
District Magistrate
Jhargram

Memo No: 49/104/RUP/JGM

Date: 22. 12 . 2020

Copy forwarded for information:

1. The Secretary, Deptt. of Women and Child Development & Social Welfare, Govt. of West Bengal.
2. The Additional District Magistrate (Dev), Jhargram
3. The Sub-Divisional Officer, Jhargram
4. The District Nodal Officer Rupashree, Jhargram
5. The District Informatics Officer, NIC, Jhargram with a request to publish the notification in the official website.
6. The District Social Welfare Officer, Jhargram
7. The Block Development Officer (All), Jhargram District


22/12/2020
District Magistrate
Jhargram

Application for the post of Accountant / Data Entry operator (Rupashree Prkalpa)

Ref:- Memo No. 49/RUP/JGM

Date: 22.12.2020

To
The District Magistrate
Jhargram
Name of post applied for- _____

Affix recent
passport size
photograph

1. Name of the Applicant (in Block Letter) : _____
2. Father's/Husband's Name : _____
3. Category : _____
4. Date of Birth: (dd/mm/yyyy) : _____
5. Age as on 01/01/2020 : _____
6. Present Address: Vill/Street : _____ P.O. _____
Block/Municipality _____ P.S. _____
Pin Code: : _____ Dist _____ State _____
Mobile No. _____
7. Permanent Address: Vill/Street : _____ P.O. _____
Block/Municipality _____ P.S. _____
Pin Code: : _____ Dist _____ State _____
8. E-mail : _____
9. Sex: _____
10. Religion: _____ 11. Nationality: _____
12. Educational Qualification:

Sl No.	Examination Passed	Board/University/institute	Year of Pass	Total marks	Marks Obtained	% of Marks
1.						
2.						
3.						
4.						

13. Computer Knowledge:

Sl No.	Examination Passed	Board/University/institute	Year of Pass	Total marks	Marks Obtained	% of Marks

14. Working Experience : (with Date and Name of issuing Authority): _____

15. Declarations:

I do hereby that (a) All statements made in this application are true, complete and correct (b) Original documents will be produced on demand and agree to undergo the selection process on the condition that the Committee may cancel my candidature if I am found ineligible at any stage and I am submitting only this application for the post mentioned above.

Date:

Place:

Signature of the Candidate in full