



**Government of West Bengal
Office of the District Magistrate
North 24 Parganas, Barasat
(District Kanyashree Section)**

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Memo No. 188 /Rup/N24P

Date - 03/03 /2019

RECRUITMENT NOTICE

Online application are invited from eligible candidates/retired Govt. employees for engagement to the post of Accountant & Data Entry Operator on contract. Applicants must be permanent residents of North 24 Parganas District. Eligible criteria and other terms and conditions are as follows:

Sl. No.	Name of the Post	No. of Posts	Location of Vacancy	Essential Qualification & Experience	Age	Consolidated remuneration
01	Accountant	TOTAL=06 SC-01 UR-01 UR(EC)-01 ST-01 UR(Ex Serviceman in Gr-D post)-01 OBC-A-01	01 in District and 01 in each 05 Sub-Division under North 24 Parganas	<ul style="list-style-type: none"> 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 3 Years of Working experience in any Government or Non-Government Organisation. 	Not more than 40 years as on 01.01.2019. For retired Govt. employees upper age limit will be 64 years as on 01.01.2019. 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.	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.
02	Data Entry Operator	TOTAL=29 SC-03 UR-05 UR (EC)-05 ST-02 UR(Ex Serviceman in Gr-D post)-02 OBC-A-02 SC(EC)-02 OBC-B-02 SC(EX-Serviceman in Gr-C post)-01 SC(EX-Serviceman in Gr-D post)-01 UR(Person with disabilities)-01 OBC-A(EC)-01 OBC-B(EC)-01 UR(EX-Serviceman in Gr-C post)-01	01 in each 03 Sub-Division (except SDO-Barasat & SDO-Barrackpore), 02 in SDO-Barasat, 02 in SDO-Barrackpore & 01 in each 22 Block under North 24 Parganas	<ul style="list-style-type: none"> 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 wpm Minimum 1 Year of Working experience in any Government or Non-Government Organisation. 	Not more than 40 years as on 01.01.2019. 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.	Rs. 11,000/- per month (Consolidated).

The number of posts specified is tentative and may vary in future.

Submission of Online Application: Willing Candidates are instructed to visit the District Website www.north24parganas.gov.in where selection Notification will be made available for filling online applications from 15.03.2019.

Willing Candidates shall have to upload the scan copy of age proof, educational qualification, photo, domicile certificate and signature. After successful submission of online application, a dynamic form showing the details of the candidates 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 No. will be generated. Candidates are instructed to remember that Registration No. for further reference. The details schedule will be published later to the official website. Application submitted by any mode of communication other than online will be summarily rejected without further information.

For detailed information regarding online application, date, time, syllabus of examination will be available in the district website time to time. All concerned are requested to visit the website regularly.

**District Magistrate
North 24 Parganas**

Copy forwarded for information and taking necessary action to:

- 1) The Additional Executive Officer, Zilla Parishad, North 24 Parganas.
- 2) The Chief Medical Officer Health, North 24 Parganas.
- 3) The District Informatics Officer, NIC, with request to upload this notice in the website of district and prepare the online application module in website etc. immediately.
- 4) The Project Director, District Rural Development Cell, North 24 Parganas.
- 5-9) The Sub-divisional Officer, (All), North 24 Parganas.
- 10-11) The DI of Secondary, Barasat/Barrackpore, North 24 Parganas.
- 12-33) The Block Development Officer (All), North 24 Parganas.
- 34) The District Information & Cultural Officer, North 24 Parganas .
- 35) The District Social Welfare Officer, North 24 Parganas.
- 36) The District Programme Officer (ICDS), North 24 Parganas.
- 37) C.A. to Secretary, Department of Women and Child Development & Social Welfare, Govt. of West Bengal.
- 38) C.A. to Additional District Magistrate (Try), North 24 Parganas.
- 39) This Office Notice Board.




District Magistrate
North 24 Parganas