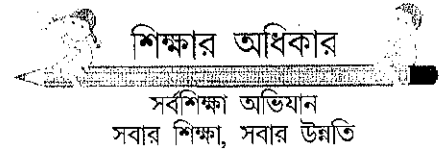




Government of West Bengal  
Paschim Banga Sarva Siksha Mission  
District Project Office  
North 24 Parganas



**Recruitment Notice**

No:-S-11011(12)/1/2011-SSM/107403

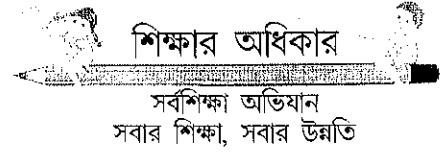
Date : 18/09/2014

Applications are here by invited by the undersigned from eligible candidates for filling up of following temporary posts under Sarva Siksha Mission, North 24 Parganas on purely contractual basis for a period of one (1) year under the control of District Project Office, Sarva Siksha Mission, North 24 Parganas.

<u>Level</u>	<u>Name of the Post</u>	<u>No. of Vacancies</u>	<u>Place of Posting / Vacancy</u>
District Level	Integrated Education Assistant Data Entry Operator	1	For District Head Quarter.
	Community Mobilisation & Alternative Schooling Co-ordinator.	1	
	Upper Division Assistant	1	
	Lower Division Assistant	1	
	Cashier	1	
Block Level	Block Level Accountant	9	Basirhat-2, Gaighata, Hasnabad, Hingalganj, Minakhan, Rajarhat, Sandeshkhali-1, Sandeshkhali-2, Swarupnagar Blocks
	MIS Co-Ordinator	17	Amdanga, Baduria, Bagdah, Barasat-1, Bongaon, Gaighata, Habra-2, Hingalganj, Minakhan, Sandeshkhali-1, Sandeshkhali-2, Swarupnagar, Baranagar, Bhatpara, DumDum, Ichapur, Kamarhati Blocks / ULRC
	Data Entry Operator	22	Amdanga, Baduria, Bagdah, Barasat-1, Barasat-2, Barrackpore-1, Barrackpore-2, Basirhat-1, Basirhat-2, Bongaon, Deganga, Gaighata, Habra-2, Hasnabad, Hingalganj, Minakhan, Rajarhat, Sandeshkhali-1, Swarupnagar, Bhatpara, DumDum, Kamarhati Blocks / ULRC
	Field Junior Engineers	7	Baduria, Bagdah, Barasat-1, Barrackpore-1, Hasnabad, Rajarhat, Sandeshkhali-2 Blocks
Circle Level	Group 'C'	4	Any Circle in this District



Government of West Bengal  
Paschim Banga Sarva Siksha Mission  
District Project Office  
North 24 Parganas



No. of posts may increase or decrease .

For details Qualifications, Residential eligibility, Experience, Remuneration, procedure of selection and No. of Post , application format please see annexure I attached with this notice.

An applicant can apply for one (1) post only. Willing candidates should submit application in the prescribed format only to the District Project Officer, Sarva Siksha Mission, North 24 Parganas, Administrative Building ,4<sup>th</sup> Floor Barasat,Kol-124, either by ordinary post or by hand i.e. dropping at box kept in SSM Office.

Last date of submission of application - 21/10/2014 up to 3.00 P.M.

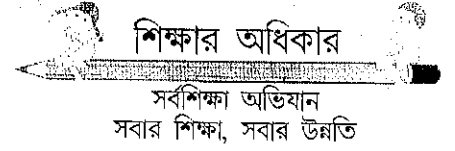
Before filling application an applicant shall read the notice and guideline thoroughly.

**Guideline for filling up the posts**


1. Applicants may apply if they have requisite qualification only as prescribed in SI No. 1 to 10 of annexure – I attached with this Notice.
2. Completed application in a sealed envelope mentioning “**APPLICATION FOR THE POST OF ..... AND APPLIED FOR ..... (Applicable for MIS Co-ordinator, DEO, BLA, FJE)** addressed to “**THE DISTRICT PROJECT OFFICER, SARVA SIKSHA MISSION, OFFICE OF THE DISTRICT MAGISTRATE, 4<sup>TH</sup> FLOOR, NORTH 24 PARGANAS, BARASAT KOLKATA - 700124**”.
3. Applications can be dropped only on working days within working hours. No application will be accepted if it reaches this office after 3.00 p.m. on 21/10/2014. Application received by ordinary post, by hand dropping in box will be considered. No application in form of email, or any form other than specified will be accepted.
4. Plain paper would be used for application which may printed, typed or hand written neatly.No over writing or correction will be allowed and application must be given format.
5. Final Merit list will be prepared on the basis of marks obtained by the candidate in Academic, Past experience, Computer test and interview .
6. Recruitment will be initially for one year on contractual basis and said contract may be renewed further subject to maximum of two(2) years or the winding up of the project whichever is earlier. A contractual agreement is to be entered into with the selected applicant. No selected person shall have any claim for permanent employment as this is purely a temporary assignment and will remain valid up to contract period. Other terms will be as per rules and orders of Paschim Banga Sarva Siksha Mission issued or to be issued from time to time.
7. Self attested copies of all documents(both side) are to be attached in respect of educational qualifications, experience, computer knowledge , residential proof age proof. Only birth certificate or Madhyamik Admit / Certificate will be considered as proof of age.



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District Project Office  
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- For proof of residential status any of the following may be submitted-voter card, Aadher Card, Passport, Residential certificate issued by the SDO, Driving License.
8. Two recent self attested passport size photograph are required, one is to be pasted at proper place of the application proforma and another one should be attached application by jems clip.
  9. All the original document must be produced at the time of practical/computer efficiency test before the authority for verification otherwise the screened applicant will not be allowed to appear for the test.
  10. If any declaration made by the applicant is proved false at any stage of selection and recruitment or even after engagement his /her candidature will summarily be cancelled or engagement would be terminated as the case may be..
  11. Canvassing of any type either from the part of the candidate or by any other person will cause rejection of candidature of concerned candidate.


  
Additional District Magistrate (SSM)  
North 24 Parganas

No:-S-11011(12)/1/2011-SSM/107403

Date : 18/09/2014

Copy forwarded for information and necessary action to:

1. The State Project Director, PBSSM for kind information.
- 2.- 6. The SDO (all) .....Sub Division, North 24 Parganas with request to publish the notice in office notice Board.
- 7.-28. The BDO (all) .....Block, North 24 Parganas with request to publish the notice in office notice Board.
31. The District Informatics Officer, National Informatics Centre, North 24 Parganas with a request to host the Notice in the Official Website ([www.north24parganas.gov.in](http://www.north24parganas.gov.in)) of this district.
32. CA to Sabhadhipati, Zilla Parishad, North 24 Parganas for information of the Sabhadhipati, Zilla Parishad, North 24 Parganas.
33. CA to District Magistrate, North 24 Parganas for information of the District Magistrate, North 24 Parganas.
34. CA to Additional District Magistrate (PBSSM), North 24 Parganas for information of the Additional District Magistrate (PBSSM), North 24 Parganas.
35. The Chairman, District Primary School Council North 24 Parganas.
36. The Karmadhyaksha, Siksha Sanskriti Thathya o Krira Sthayee Samity, Zilla Parishad, North 24 Parganas.
37. The CPC (all)..... North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of your office.

  
Additional District Magistrate (SSM)  
North 24 Parganas

**QUALIFICATION AND OTHER NECESSITIES FOR THE SELECTION OF FOLLOWING  
POST AT DISTRICT AND SUB DISTRICT LEVEL UNDER SSM, NORTH 24 PARGANAS.**

**A. DISTRICT LEVEL POSTS:**

SL NO	POST	VACANCY/ LEVEL OF OFFICE	REMUNERATION CONSOLIDATED	PERIOD OF ENGAGEMENT	QUALIFICATION	METHOD OF SCREENING
1	<b>Integrated Education Assistant Data Entry Operator</b>	<b>1 District level</b>	13,419/-	1 year contract extendable upto 3 years on providing satisfactory services.	1. H.S/12 th Std passed in Science Steam from a recognized Board/Council with at least 50% marks. 2. Technical skill : speed of computer typing in English should be 40 words per minute and in Bengali 30 words per minute. 3. Knowledge of windows 98/XP, MS office, Page maker, Oracle data base and Bengali software. 4. Age : Above 21 yrs and below 35 yrs (To be calculated on the 1st day of the year of recruitment i.e 2014) 5. Experience ; Desirable	10 Candidates for each post will be scrneed on the basis of percentage of marks obtained by the candidates in H.S/ 12 standard(Science stream) examination only  Thereafter the selection from amongst thesecandidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner.  Click here to download application form

SI No		Selection	Marks	Total	Remarks
1	Academic	1 Madhyamik	5	20	Marks will be awarded proportionately to the percentage (%) of marks obtained in the respective examinations.
		2 Higher Secondary (in Science)	15		
2	Computer knowledge and technical skill	Windows 98/XP, MS Office, Page Maker, Oracle data base and Bengali software	10	20	Marks will be awarded based on computer test.
		Computer typing in English ( 40 word/Min )	5		
		Computer typing in Bengali ( 30 words /Min)	5		
3	Experience	Experience in related works i.e. Date Entry		5	If a candidate is having experience in Data Entry in any Govt/reputed private farm then he/she will be awarded 5 and if not then 0.
4	Interview	Only 3 candidates per vacancy based on academic merit, computer test and experience will be called for interview.		5	
		<b>Grand Total</b>		<b>50</b>	

District Project Officer  
Sarva Siksha Mission  
North 24 Parganas, Barasat

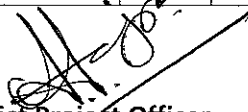
Additional District Magistrate ( SSM )  
Sarva Siksha Mission  
North 24 Parganas, Barasat

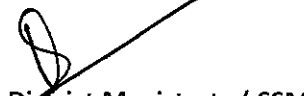
2	<b>Co-ordinator for CM &amp;AS</b>	1 District level	18401/-	1 year contract extendable upto 3 years on providing satisfactory services.	<p>1. Hons Graduate/Post Graduate in Sociology/Social Work from any recognized University with at least 50% marks and B Ed ( with at least 55% marks).</p> <p>2. Minimum 1 year experience in the field of Mass/Community Education is desirable.</p> <p>3. Age : Below 35 years (To be calculated on the 1<sup>st</sup> day of the year of recruitment i.e 2014).</p>	<p>All candidates having minimum required qualification will be screened .</p> <p>Thereafter the selection from amongst this candidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner.</p> <p>Click here to download application form</p>
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Sl No		Selection	Marks	Total	Remarks
1	Academic	1. Madhyamik	5		Marks will be awarded proportionately to the percentage (%) of marks obtained in the respective examinations.
		2. Higher Secondary	5		
		3. Hons. Graduate in Sociology/Social work from any recognized university.	10		
		4. Post Graduate in Sociology/Social work from any recognized university	5		
2		5. B Ed	10	35	
3	Experience	Min 1 yr in the field of Mass/Community Education is desirable		10	If any candidate is having desirable experiences then he/she will be awarded 10 marks and if not then 0 .
4	Interview	Only 3 candidates per vacancy based on academic merit and experience will be called for interview.		5	
		<b>Grand Total</b>		<b>50</b>	

3	<b>Upper Division Assistant</b>	<b>1 District level</b>	13419/-	<p>1 year contract extendable upto 3 years on providing satisfactory services.</p>	<p>1. Hons Graduate /Post Graduate in any subject from any recognized university with at least 50 % marks.  2. Experience : Atleast 2 year experience in Accounts/Audit/Finance/Office work in a reputed organization.  3. Age : Below 35 years (To be calculated on the 1st day of the year of recruitment i.e 2014 ).</p>	<p>All candidates having minimum required qualification will be screened .  Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner.   Click here to download application form</p>
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Sl No		Selection	Marks	Total	Remarks
1	Academic	1 Madhyamik	5	25	
		2 Higher Secondary	5		
		3 Hons Graduate in any subject from any recognized university.	10		
		4 Post Graduate in any subject from any recognized university	5		
2	Experience	Min 2 yrs in Account/Audit/Finance/Office work in a reputed organization.		10	If a candidate is having required experience he/she will be awarded 10 and if not then application will be rejected.
3	Computer Test	Tally, Office 2007		10	Marks will be awarded based on computer test.
4	Interview	Only 3 candidates per vacancy based on academic merit, computer test and experience will be called for interview.		5	
		<b>Grand Total</b>		<b>50</b>	

  
District Project Officer  
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North 24 Parganas, Barasat

  
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4	<b>Lower Division Assistant</b>	<b>1 District level</b>	11261/-	1 year contract extendable upto 3 years on providing satisfactory services.	<p>1. Bachelors Degree in any subject from any recognised University with at least 50% marks.</p> <p>2. Experience : Atleast 1 year experience in Accounts/Audit/Finance/Office Work in a reputed organization.</p> <p>3. Age : Below 35 years (To be calculated on the 1st day of the year of recruitment i.e 2014 ).</p>	<p>10 Candidates for each vacancy will be screened on the basis of percentage of marks obtained in bachelors degree only.</p> <p>Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner.</p> <p>Click here to download application form</p>
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Sl No		Selection	Marks	Total	Remarks
1	Academic	1 Madhyamik	5	30	Marks should be awarded proportionately to the percentage (%) of marks obtained in the respective examinations.
		2 Higher Secondary	5		
		3 Bachelors Degree in any subject from any recognized university	20		
2	Experience	Min 1 yr in Account/Audit/Finance/Office work in a reputed organization.		10	If a candidate is having desired experience then he/she will be awarded <b>10</b> and if not application will be rejected.
3	Computer Knowledge	Office 2007, Typing		5	Marks will be awarded as per computer test.
4	Interview	Only 3 candidates per vacancy based on academic merit and experience will be called for interview.		5	
<b>Grand Total</b>				<b>50</b>	

5	<b>Cashier</b>	<b>1 District level</b>	15577/-	1 year contract extendable upto 3 years on providing satisfactory services.	<p>1. Hons Graduate /Post Graduate in Commerce from any recognized university with at least 50 % marks.</p> <p>2. Experience : With at least 1 year experience in Accounts/Audit/Finance from a reputed organization.</p> <p>3. Age : Below 35 years (To be calculated on the 1st day of the year of recruitment i.e 2014 ).</p>	<p>All candidates having minimum required qualification will be screened .</p> <p>Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner.</p> <p>Click here to download application form</p>
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Sl No		Selection	Marks	Total	Remarks
1	Academic	1 Madhyamik	5	25	Marks should be awarded proportionately to the percentage(%) of marks obtained in the respective examinations.
		2 Higher Secondary	5		
		3 Hons Graduate in Commerce from any recognized university.	10		
		4 Post Graduate in Commerce from any recognized university	5		
2	Experience	Min 2 yrs in Account/Audit/Finance/Office work in a reputed organization.		10	If a candidate is having required experience he/she will be awarded 10 and if not then application will be rejected.
3	Computer Test	Tally, Office 2007		10	Marks will be awarded as per computer test.
4	Interview	Only 3 candidates per vacancy based on academic merit, computer test and experience will be called for interview.		5	
		<b>Grand Total</b>		<b>50</b>	



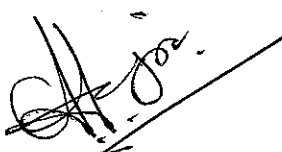
## B. BLOCK LEVEL POSTS.


6	<b>Block Level Accountant</b>	<b>9 Block level</b>	12000/-	1 year contract extendable upto 3 years on providing satisfactory services.	<p>A. B Com(Hons) from recognized university on regular course. However candidates with higher qualification of M Com/Inter CA/Inter ICWA will be given weightage.</p> <p>2. At least completed certificate course in Computer covering MS Office and conversant with Tally Accounting package (Latest version).</p> <p>3. At least 2 yrs in Accounting and Audit job in Govt./any organization/firm of repute or in any Govt sponsored project having computer environment.</p> <p>4. Age : Minimum 21 years Maximum 37 years (To be calculated on the 1st day of the year of recruitment i.e 2014 ).</p> <p>B. The applicant must be a resident of the North 24 Parganas District</p>	Click here for detail selection procedure, and Application form (Annexure.)
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7	<b>Field Junior Engineers</b>	<b>7 Block level</b>	16076/-	1 year contract extendable upto 3 years on providing satisfactory services.	<p>1. Diploma in civil Engineering from any recognized University.</p> <p>2. Minimum 1 year experience in the related field is desirable.</p> <p>3. Knowledge of computer is desirable.</p> <p>4. Age : Below 35 years (To be calculated on the 1st day of the year of recruitment i.e 2014 ).</p>	<p>10 Candidates for each vacancy will be screened on the basis of percentage of marks obtained in diploma in civil engineering only.</p> <p>Thereafter the selection from amongst this candidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner.</p>
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Sl No		Selection	Marks	Total	Remarks
1	Academic	1 Madhyamik	5	25	Marks should be awarded proportionately to the percentage(%) of marks obtained in the respective examinations.
		2 Diploma in Civil Engineering	20		
2	Computer knowledge	Office2007 & Auto-CAD .		10	Marks will be awarded as per computer test.
3	Experience	Min 1 yrs in the related field .		10	If any candidate is having desirable experiences then he/she will be awarded 10 marks and if not then 0 .
4	Interview	Only 3 candidates per vacancy based on academic merit, computer test and experience will be called for interview.		5	
		<b>TOTAL</b>		<b>50</b>	

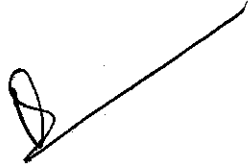
8	BLOCK MIS Co- Ordinator	15 Block/ ULRC level	15000/-	1 year contractual	<ol style="list-style-type: none"> <li>1. BCA or Equivalent Degree/B.Sc in Computer Science/Graduate with DOEACC-"A" level from any recognized University/ Institution as a regular student.</li> <li>2. Computer Experience : MS-Office &amp; Oracle..</li> <li>3. Experience 1 year in related field.</li> <li>4. Age : Above 21 yrs and below 35 yrs (To be calculated on the 1st day of the year of recruitment i.e 2014)</li> </ol> <p>2. The applicant must be a resident of the North 24 Parganas District</p>	Click here for detail selection procedure, and Application form.
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District Project Officer  
Sarva Siksha Mission  
North 24 Parganas, Barasat

  
Additional District Magistrate ( SSM )  
Sarva Siksha Mission  
North 24 Parganas, Barasat

9	BLOCK LEVEL DATA ENTRY OPERATOR	22 Block/ ULRC level	11000/-	1 year contractual	<p>1. H.S/12th standard passed with 50% in any stream from a recognised Board as a regular student.</p> <p>2. Computer knowledge : Typing speed English and Bengali 30 words per minute. Knowledge of Windows 98/XP, MS Office package, Pagemaker, Bengali Software.</p> <p>3. Age : Above 21 yrs and below 35 yrs (To be calculated on the 1st day of the year of recruitment i.e 2014)</p> <p>4. The applicant must be a resident of the North 24 Parganas District</p>	For detail selection procedure ,please see Annexure.
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District Project Officer  
Sarva Siksha Mission  
North 24 Parganas, Barasat

  
Additional District Magistrate ( SSM )  
Sarva Siksha Mission  
North 24 Parganas, Barasat

## C. CLRC LEVEL POST

10	Gr 'C' (CLRC Level )	3 Circle level	11261/-	1 year contract extendable upto 3 years on providing satisfactory services.	<p>1. H.S with at least 50% marks with Basic Computer knowledge. Knowledge in Accounts work preferable.</p> <p>2. Experience : At least 1 year experience is desirable.</p> <p>3. Age : Below 35 years (To be calculated on the 1st day of the year of recruitment i.e 2014 ).</p>	<p>10 highest scoring Candidates for each vacancy will be screened on the basis of percentage of marks obtained in H.S. examination only.</p> <p>Thereafter the selection from amongst this candidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner.</p> <p><a href="#">Click here to download application form</a></p>
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Sl No		Selection	Marks	Total	Remarks
1	Academic	1 Madhyamik	5	20	Marks should be awarded proportionately to the percentage (%) of marks obtained in the respective examinations.
		2 Higher Secondary at least 50% marks	15		
2	Computer	Basic computer knowledge ( Office 2007, English Typing-40 word/Minute )		15	
3	Experience	At least 1 yr in Accounts/Office work desirable		10	If any candidate is having desirable experiences then he/she will be awarded 10 marks and if not then 0 .
4	Interview	Only 3 candidates per vacancy based on academic merit, computer test and experience will be called for interview.		5	
		<b>Grand Total</b>		<b>50</b>	