



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

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NOTIFICATION

No. D-13018/2/2012-DPLO/119653 .

Dated 07.07.2015.

In pursuance of order no.60(19)/DP/O/32S-12/99(Pt.) dated 09.01.2012 of Department of Planning, Govt. of West Bengal, Walk-in-Interview of the intending candidates from Indian Citizens and such other Nationals as are declared eligible by Government of India for engagement to the under mentioned contractual post, will be held as per the following schedule. The contractual engagement to the post will be initially for one year in the district of North 24 Parganas for engagement in District Planning Cell, Barasat.

NAME OF POST:

Name of the Post	No. of Post
Accountant-cum-Data Entry Operator	1(one)

PAY (Consolidated remuneration):

Accountant-cum-Data Entry Operator: Rs.16,000/- (Rupees sixteen thousand) per month without any other allowances or benefits. No T.A. and other expenditures will be granted.

ESSENTIAL QUALIFICATION:

Minimum Qualification should be Graduate in Commerce having **adequate knowledge in Govt. Accounting Procedure** and Data Entry Operation.

AGE: Not more than 40 years as on 01.05.2015.

A candidate intending for the Walk-in-Interview shall submit his/her application on the date of interview in prescribed format mentioned in the advertisement. Submission of more than one application is strictly forbidden.

MODE OF SELECTION: Selection in the Walk-in-Interview will be based on
(i) Accounts (ii) Computer aptitude test and
(ii) (iii) General Knowledge & Current affairs.

DATE OF WALK-IN-INTERVIEW: 20th July, 2015 (Monday) at 11.00 a.m.
Venue : Office chamber of Additional District Magistrate(Development),
North 24 Parganas Zilla Parishad Building.

The candidate full filling the above criteria should apply in prescribed proforma along with necessary self-attested documents in support of educational qualification, citizenship proof certificate, computer certificate, address proof, age proof, and experience certificate along with a recent pass-port size (Self-attested) photograph. The candidates shall also bring all relevant original documents and testimonials at the time of Walk-in-Interview for verification.

Addl. District Magistrate (Dev)
North 24 Parganas.

To
 The District Magistrate
 North 24 Parganas
 (Planning Section).
 E-mail: barasatdplo@gmail.com

Sub: Application for the post of Accountant-cum-Data Entry Operator (Contractual).

BIO DATA [to be filled in by the candidate in Capital letters]

1	Name of the Candidate				Space for pasting recent passport sized colour photograph duly self attested. (Please do not stitch or staple)
2	Father's / Husband's name				
3	Address				
4	Contact No.				
5	Date of Birth	Day	Month	Year	
6	Age as on 01.05.2015				
7	Educational Qualification				
8	Professional Qualification				
9	Experience as an Accountant				
10	Department under which served				
11	Whether the applicant was subjected to Disciplinary proceedings during Service / any vigilance case / Police case is pending against the applicant. Write Yes / No. If 'Yes', please mention details				

DECLARATION

I solemnly declare that (a) all statements made in this application are true, complete and correct (b) original documents in support are available and will be produced on demand (c) I agree to appear at the interview understanding the condition that the authority may cancel my candidature in the event of any information in this form be found incorrect or incomplete, even after the finalization of results and engagement and (d) I have not submitted / shall not submit another application for the same purpose.

Place :

Date :

 [Full signature of the candidate]