

NOTICE FOR RECRUITMENT

Applications are invited in prescribed proforma for the different categories of vacant posts as mentioned below for the office of the Sarba Siksha Mission, South 24 Parganas and Block/Circle Level Resource Centres in the district according to terms and condition of the project.

The detail information of the vacant posts along with the eligibility criteria of the candidates are as follows :-

Sl. No.	Name of Post	No. of Vacancy	Consolidated Pay per month	Qualification	Age as on 1st January 2015	Experience
1	Accountant (HQ)	1 (One)	Rs. 15,080/-	Hons Graduate/Post Graduate in Commerce from any recognised University with at least 50% marks	Below 35 years	At least one year experience in accounts/audit/finance from a reputed organisation
2	UDA (HQ)	1 (One)	Rs. 13,419/-	Hons Graduate/Post Graduate in any subject from any recognised University with at least 50% marks	Below 35 years	At least two years experience in accounts/audit/finance/office work from a reputed organisation
3	Research & Study Coordinator (HQ)	1 (One)	Rs. 18,401/-	Hons Graduate/Post Graduate in Economics/Mathematics/Statistics from any recognised University with at least 50% marks	Below 35 years	At least one year experience in the field of educational research is desirable
4	Technical Assistant (HQ)	1 (One)	Rs. 10,098/-	HS/12th Standard passed from any recognised Board/Council	Below 35 years	At least one year experience in handling the gadgets like photocopier, fax etc.
5	IE Assistant DEO (HQ)	1 (One)	Rs. 13,419/-	1) HS/12th Standard passed in Science stream from a recognised 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 Database, Bengali Software	Above 21 years and below 35 years	Desirable

Sl. No.	Name of Post	No. of Vacancy	Consolidated Pay per month	Qualification	Age as on 1st January 2015	Experience
6	Block Level Accountant	3 (Three) Under Blocks : Joynagar I, Mandirbazar, Patharpratima	Rs. 12,000/-	1) B. Com (Hons) from recognised University on regular course. However candidates with higher qualification like M. Com/Inter CA/Inter ICWA will be given weightage 2) Certificate course in MS Office and conversant with Tally Accounting Package (latest version) 3) Candidate must be resident of this district	Minimum 21 years and maximum 37 years	At least two years experience in accounting and audit job in govt./any organisation/firm of repute or in any govt. sponsored project having computer environment
7	Block Level MIS Coordinator	19 (Nineteen) Under Blocks : Basanti, Bhangore I, Bhangore II, Bishnupur I, Bishnupur II, Budge-Budge I, Canning I, Canning II, Diamond Harbour I, Diamond Harbour II, Gosaba, Joynagar I, Joynagar II, Kulpi, Kultali, Magrahat I, Magrahat II, Mathurapur I, Sagar	Rs. 15,000/-	1) BCA or equivalent degree/B. Sc in Computer Science/Graduate with DOEACC-A Level from any recognised University/Institution as a regular student 2) Computer knowledge in MS Office and Oracle 3) Candidate must be resident of this district	Minimum 21 years and maximum 35 years	At least one year in related field
8	Block Level Field Jr. Engineer	4 (Four) (May be modified later)	Rs. 16,076/-	Diploma in Civil Engineering from any recognised Institution	Below 35 years	At least one year experience in the related field and proficiency in MS Office & Auto Cad is desirable
9	LDA (CLRC)	11 (Eleven) (May be modified later)	Rs. 11,261/-	HS with at least 50% marks with basic computer knowledge in accounts work preferable	Below 35 years	At least one year experience is desirable

Sl. No.	Name of Post	No. of Vacancy	Consolidated Pay per month	Qualification	Age as on 1st January 2015	Experience
10	Gr. D (CLRC)	17 (Seventeen) (May be modified later)	Rs. 8,770/-	1) At least Class VIII Passed from any recognised Institution 2) Fitness - Physically and mentally fit for mobility	Below 35 years	

Terms and condition :-

1. **One candidate may apply for one post only.**
2. The minimum age of the candidate shall be 18 years as on 1.1.2015 if it is not stated otherwise.
3. The engagement is temporarily on contractual basis for a period of one year extendable up to maximum period of three years on the basis of satisfactory performances.
4. **The applicants for Block Level Accountants and Block Level MIS coordinators should apply for one Block only. The applicants for these two posts should be a resident of the South 24 Parganas district only.**
5. The following documents must be enclosed with the application :-
 - a. Age proof certificate (self-attested photocopy)
 - b. Academic qualification certificate (self-attested photocopy)
 - c. Professional qualification certificate (self-attested photocopy)
 - d. Experience certificate (self-attested photocopy)
 - e. Residential certificate (self-attested photocopy)
 - f. Two recent passport size photograph duly attested by himself (one pasted on the specified space of the application)
 - g. Two self addressed envelopes with postage of Rs. 25/- (rupees twenty five only) on each
6. **Name of the post applied for should be written on the top of the envelope.**
7. The application in prescribed proforma must be submitted through **registered post with AD only** to the office of the **District Project Officer, Sarba Shiksha Mission, South 24 Parganas, New Administrative Building (8th Floor), PO-Alipore, Kolkata-700027** within 21.08.15 *
The authority will not be responsible for any postal delay in the matter of receipt of application after the above mentioned date.
8. Unsigned and incomplete applications or applications without requisite testimonials/enclosures or applications received after the last date will be summarily rejected.
9. The authority reserves the right to reject any application without assigning any reason.
10. Keep on watching the website www.s24pgs.gov.in or www.s24pgseducation.org.in or www.wbsed.gov.in continuously.

Sd/- D.K. DAS (4.8.2015)

District Project Officer
Sarba Siksha Mission, South 24 Parganas.