

Advertisement No. 03/ SSM/13-14

Dated: 21.02.2014

Applications are invited in prescribed format from Indian Citizens to reach this office by 12th March, 2014 for recruitment to the following posts under the project SARVA SHIKSHA MISSION, HOOGHLY:

Sl. No.	Name of Post	No. of post to be filled	Age to be calculated on 01.01.14	Essential Qualification	Experience	Consolidated remuneration	Nature of Service
1	UDA (CASH) at H.O.	1	Below 35 years	<p>1) Academic: Hons Graduate/ Post Graduate in Commerce from any recognized University with at least 50% marks.</p> <p>2) Computer Efficiency: Certificate course in MS Office & Tally ERP 9 Accounting Software.</p>	At least 2 years experience in Accounts/ Audit/Finance of maintenance of Cash Book, preparation of Bank Reconciliation Statement etc. in a reputed organization	Rs. 15,577/- Per Month	Recruitment will be initially for 1 year on contractual basis and may be renewed further subject to maximum of 3 years or winding up of the project whichever is earlier. (for details follow Guideline-I)
2	District Programme Coordinator (Pedagogy) at H.O.	1	Below 35 years	<p>1) Academic: Hons Graduate/ Post Graduate in any subject from any recognized University with at least 50% marks and B.Ed (at least 55% marks) from any recognized University).</p> <p>2) Computer Efficiency: Certificate course in MS Office.</p>	At least 1 year experience in the field of education desirable	Rs. 15,577/- Per Month	Recruitment will be initially for 1 year on contractual basis and may be renewed further subject to maximum of 3 years or winding up of the project whichever is earlier. (for details follow Guideline-II)
3	Block Level Accountant	2	Age should be from 21 years to less than 37 years In case of Retired Govt. Employee having the said qualification and experience not more than 62 years	<p>1) Academic: B.Com (Hons) degree under regular course from any recognized Indian University</p> <p>2) Computer Efficiency: Certificate course in MS Office & Tally ERP 9 Accounting Software.</p>	At least 2 years experience in accounting and audit job in Govt./any organization / firm of repute or in any Govt sponsored project having computer environment.	Rs.12,000/- per month	Recruitment will be initially for 1 year on contractual basis and may be renewed further subject to maximum of 3 years or winding up of the project whichever is earlier. (for details follow Guideline-III)
4	Group-C Staff (CLRC)	4	Below 35 years	<p>1) Academic: H.S with at least 50% marks</p> <p>2) Computer Efficiency: Certificate course in MS Office.</p>	At least 1 year experience in Accounts work desirable	Rs. 11,261/- Per Month	Recruitment will be initially for 1 year on contractual basis and may be renewed further subject to maximum of 3 years or winding up of the project whichever is earlier. (for details follow Guideline-IV)

