

Advertisement No. 03/ SSM/13-14

Dated: 21.02.2014

Applications are invited in prescribed format from Indian Citizens to reach this office by 12<sup>th</sup> 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><b>1) Academic:</b> Hons Graduate/ Post Graduate in Commerce from any recognized University with at least 50% marks.</p> <p><b>2) Computer Efficiency:</b> Certificate course in MS Office &amp; 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. <b>(for details follow Guideline-I)</b>
2	District Programme Coordinator (Pedagogy) at H.O.	1	Below 35 years	<p><b>1) Academic:</b> 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><b>2) Computer Efficiency:</b> 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. <b>(for details follow Guideline-II)</b>
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><b>1) Academic:</b> B.Com (Hons) degree under regular course from any recognized Indian University</p> <p><b>2) Computer Efficiency:</b> Certificate course in MS Office &amp; 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. <b>(for details follow Guideline-III)</b>
4	Group-C Staff (CLRC)	4	Below 35 years	<p><b>1) Academic:</b> H.S with at least 50% marks</p> <p><b>2) Computer Efficiency:</b> 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. <b>(for details follow Guideline-IV)</b>

