

Notice of Employment.

Recruitments for appointment in the posts of (1) Block Informatics Officer and (2) Data Entry Operator for the Offices of the Panchayat Samitis of the District of Dakshin Dinajpur.

Applications are invited in plain paper from the eligible candidates, for the existing posts, mentioned here under. The details are given below :

A .1) Name of the post.— Block Informatics Officer

a) Scale of Pay --- Rs 4000—8850/-

b) Qualification --- Passed BCA or BSC (Honours in Computer Science) or

Graduates who have completed 'A' level certificate course of DOEACC.

c) Number of posts—8 (eight) (One in each Panchayat Samiti)

d) Place & category of Post -- Kushmandi- S.C., Harirampur-Genl., Banshihari-Genl(E.C.),
Gangarampur- ST, Tapan- Genl., Kumarganj- Genl.,
Balurghat-SC(E.C.) & Hili-General

2) Name of the post.— Data Entry Operator

a) Scale of Pay --- Rs 3350- 6325/-

b) Qualification :

Essential:

i) Passed Madhyamik or equivalent examination
From any recognized University/Board /Council
With at least 50% marks in aggregate.

ii) At least three months formal training in using
Personal Computer from a recognized institute.

iii) Minimum speed of data entry 6000 key depressions per hour.
At least one year experience of data entry operation in
Personal computer.

Desirable:

c) Number of posts — 8 (eight) (One in each Panchayat Samiti)

d) Place & category of Post -- Kushmandi- S.C., Harirampur-Genl., Banshihari-Genl(E.C.),
Gangarampur- ST, Tapan- Genl., Kumarganj- Genl.,
Balurghat-SC(E.C.) & Hili-General

For both the posts the following eligibility criteria are applicable.

1) Age

: 18-37 years on 01-01-2006, subject to the provisions of
the West Bengal Services (Raising of Age Limit) Rules
1981. The upper age limit is relaxable for SC & STs, OBCs etc
under the orders of the State Government.

2) Citizenship

: Must be a Citizen of India as defined in Part-II of the Constitution
of India.

B Terms, Conditions & Eligibility Criteria for the above mentioned posts :

1) With the application, the candidate must enclose:

(i) Attested Copies of testimonials & certificates in respect of age, qualifications &
caste status.(if required.).

(ii) Attested copies of two self-signed copies of recent photographs.

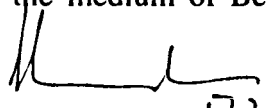
(iii) One 10"x 5" size self-addressed blank enveloped with requisite postage.

-:: (2) ::-

- 2) The application must contain :
 - (a) Name of the Candidate (in block letters)
 - (b) Father's/Husband's Name
 - (c) Full Address (Permanent & Present)
 - (d) Date of Birth
 - (e) Age on 01-01-2006
 - (f) Whether belongs to SC/ST/OBC Community
 - (g) Educational Qualification
 - (h) Technical Qualification
 - (i) Additional Qualification, if any
 - (j) Nationality
- 3) The application may be made in plain paper and may be submitted in person or by post at the Office of the District Panchayat & R.D. Officer, Dakshin Dinajpur Collectorate (2nd Floor), Balurghat ,PIN-733101. **The application must reach the office before 5.00 P.M. on 23.02.2006 (except holiday) positively, otherwise it will not be accepted.**

C. Method of Recruitment : (For both the post).

- 1) The post shall be filled up by direct recruitment , on obtaining, names of eligible candidates from the Employment Exchange or directly through an application in plain paper enclosing the necessary documents.. Candidates will be selected on the basis of merit to be determined through a written examination and oral test (also with a computer key speed test for the Data Entry Operator) to be conducted by the Recruitment Committee.
- 2) For the post of **Block Informatics Officer**, the Written Test shall be on English, Bengali, Arithmetic, General Knowledge & Computer Application. The standard of Question on English & Bengali to be set in the written test will conform to the General Academic Standard of Higher Secondary. Question of Computer Application and Arithmetic will conform to the BCA and Madhyamik Standard respectively. Question on General Knowledge will be set up with an emphasis on rural life and rural development programmes. Total Marks in the Written Test will be sub-divided into 10 Marks for each of English, Bengali, Arithmetic & General Knowledge. Question on the Computer Application will be of 45 Marks out of which 25 Marks will be for Theoretical and 20 Marks will be for Practical Test.
- 3) For the post of **Data Entry Operator**, the Written Test shall be on English, Bengali, and General Knowledge & Arithmetic. The standard of Question on English, Bengali & Arithmetic to be set in the written test will conform to the General Academic Standard of Madhyamik. Question on General Knowledge will be set up with an emphasis on rural life and rural development programmes. Total Marks in the Written Test will be sub-divided into proportion of 20 Marks for each of the first three subjects and 25 Marks for Arithmetic.
- 4) The written test for both the post will be conducted through the medium of Bengali except for the paper of English.


572106.
Executive Officer,
Dakshin Dinajpur Zilla Parishad.