

Govt. of West Bengal
Office of The
District Project Officer
Sarva Shiksha Mission, Dakshin Dinajpur.

Recruitment Notice

(No.- 912/SSM, Dt.- 02.03.2016)

Applications are invited from eligible candidates for filling up the following vacant temporary posts, on purely contractual basis, for a period of one year under the control of District Project Office, SSM, Dakshin Dinajpur. Details regarding qualifications, experiences, remunerations, procedure of selections and no. of posts will be available at the District Magistrate, D/D's official website www.ddinajpur.nic.in. The applicant must be a resident of Dakshin Dinajpur District in which he is applying. The willing candidates should submit applications in the prescribed format (downloaded from website) only, to the office of the District Project Officer, SSM, Dakshin Dinajpur either by post or by hand.

Vacancy, Remuneration, Age limit, Qualifications etc.:-


Sarva Shiksha Mission, Dakshin Dinajpur

Sl. No.	Name of Post	No. of Vacancy	Consolidated Remuneration (Rs.)	Age Limit	Level	Min. Qualification	Procedure of Selection	Remark
1	Block MIS coordinator for Kushmondi & Harirampur Block	2(two)	15,000.00	21-35 yrs as on 01.01.2016	District	BCA or Eq. degree / BSC in computer science / Graduate with DOEACC 'A'-level from recognized university/ institution as a regular student. Min. one year experience in the related field.	Academic: MP-5 HS-5 Bachelors degree-10 Practical: MS office-10 Oracle-15 Viva-voce- 5 [Total=50]	Academic Marks will be awarded proportionately (%). Prac- min. qualifyin mark for MS office- 5 and for Oracle- 7.5

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2	Block level Accountant	One for Tapan Block	12,000.00	21-37 yrs as on 01.01.2016	Block level	B.com (Hons.) under regular course from a recognized Board/university. Certificate of efficiency in computer covering MS office & Tally accounting system with at least two years experience in accounting and audit job. Certificates should be authenticated.	Academic: MP-5 HS-5 B.com. (Hon's)- 10 M.com-5 Practical: MS office-10. Tally- 10 Viva-voce-5 Total=50	Academic Marks will be awarded proportionately (%) Prac- minimum qualifying mark-5 in each
3	Block Data Entry Operator	One for each Block - Harirampur, Tapan, Gangarampur, Balurghat & Hili (total five)	11,000.00	21-35 yrs as on 01.01.2016	Block level	H.S./12th Std. (min. 50%) from a recognized Board / Council as regular student, computer typing in English- 30 words per minute, Bengali- 30 words per minute, knowledge of windows XP/7/ 8, MS Office, Page Maker, Oracle data Base & Bengali Software.	Academic: MP-5 HS-15 Practical: Computer Test-25 (Excel-5, word-5, power point-5, typing Beng.-5 & Eng.-5) Viva-voce-5 Total=50	Academic Marks will be awarded proportionately (%) Prac- minimum qualifying mark-2.5 each.

- Method of screening: Ten candidates will be screened for each vacancy on the basis of marks obtained in academic qualification (for MIS coordinator- Bachelor's degree, for Block level Accountant- B.com. (Hons) & for Data Entry Operator- Higher secondary marks).
- Method of Selection: Every candidates will be screened on the basis of their academic marks (post wise), the highest scoring ten candidates per vacancy will be screened first and then the selection of three candidates from these ten candidates will be done on the basis of their performance out of total 45 marks (except viva voce) as distributed. The minimum qualifying marks of practical test is 50% of total marks of practical test on each unit and an applicant must have to qualify (min. 50%), otherwise his/her candidature will be cancelled.
- The applicant must be a resident of Dakshin Dinajpur District.
- An applicant can apply for one block unit only for 'Data Entry Operator', similarly can apply for one block for MIS coordinator. If he applied for more than one unit his/her candidature will be cancelled.
- The application must be done through prescribed format (available the website www.ddinajpur.nie.in) only.
- Age Minimum 21 years and Maximum 35 years as on 01.01.2016 for Block MIS coordinator and Block Data Entry Operator and Maximum age 37 years for Block Level Accountant.
- The applicant must submit proof of residential status (Copy of Voter ID/Ration Card/ Pass Port/Residential Certificate issued by the Sub Divisional Officer will only be considered).
- An applicant has to submit documents (duly attested) of his/her academic qualification and age proof.
- The prescribed format should be filled up properly by own hand writing. Every item of the application format should be duly filled in. Without declaration & sufficient data, for wrong information, the application may be cancelled without any intimation. An undertaking to this effect will be given in the form-"I have applied for- (the name of post) and if it is latter found that, I have given any wrong or ambiguous information or I have submitted application for more than one block, my candidature is liable to be cancelled without any intimation to me".
- Application must be submitted in the District Project Office, Sarva Shiksha Mission, Dakshin Dinajpur, Raghunathpur Tank More, DPSC Building 1st floor, PO- Beltalapak, PS- Balurghat, Dist.- Dakshin Dinajpur.
- Last Date of Submission of Application is 18.03.2016.


District Project Officer,
SSM, Dakshin Dinajpur.


02/03/16

