



**GOVERNMENT OF WEST BENGAL**  
Office of the District Magistrate, Dakshin Dinajpur  
&  
Executive Officer, Dakshin Dinajpur Zilla Parishad  
(Panchayat & R.D.Section)  
**Balurghat.**

**NOTICE OF EMPLOYMENT**

No. 1875 /DPRD

Dated, Balurghat, the November 29<sup>th</sup>, 2013

Applications are invited from the citizen of India as defined in Part-II of the Constitution for appointment to the following posts of Gram Panchayats and Panchayat Samitis in the District of Dakshin Dinajpur.

**PANCHAYAT SAMITI POSTS**

**Post code -**

1)	Name of the post	:- <b>BLOCK INFORMATICS OFFICER OF PANCHAYAT SAMITI</b>
2)	No. of posts	:- 1(one) : [U/R -1]
3)	Scale of pay	:- Pay Band-3 : Rs. 7,100 – 37,600/- + Grade Pay Rs. 3,900/-
4)	Qualification	:- Bachelor's degree in Computer Application or Bachelors'(honours) degree in Computer Science or Bachelor's degree in any stream with 'A' level certificate course of DOEACC. Provided qualification of 'B' or 'C' level certificate course of DOEACC with three years' Diploma in Computer Science and Engineering/Information Technology/Electronics and Tele-communication shall be considered.
4)	Age	:- 18 to 40 as on 01.01.2012 with relaxation as permissible for the SC, ST , OBC and other categories in terms of rules and order issued by the Govt. from time to time.

**Post code -**

1)	Name of the post	:- <b>CLERK-CUM-TYPIST OF PANCHAYAT SAMITI</b>
2)	No. of posts	:- 8 posts : U/R-3,ST-1,SC-1, OBC(A)-1 & SC(EC)-1,U/R(EC)-1.
3)	Scale of pay	:- Pay Band-2 : Rs. 5,400 – 25,200/- + Grade Pay Rs. 2,600/-
4)	Qualification	:- The candidates have passed the Madhyamik or its equivalent examination from any recognized University or Board or Council and having a minimum typing speed of 30(thirty) words per minute in English and 20(twenty) words per minute in Bengali.
5)	Age	:- 18 to 40 as on 01.01.2013 with relaxation as permissible for the SC, ST , OBC and other categories in terms of rules and order issued by the Govt. from time to time.

**Post code -**

1)	Name of the post	:- <b>ACCOUNTS CLERK OF PANCHAYAT SAMITI</b>
2)	No. of posts	:- 7 posts : ( U/R-1, ST-1, U/R(EC)-1, SC(EC)-1, OBC-A (EC)-1, SC(Ex-Servicemen)-1, U/R(PH)-1.
3)	Scale of pay	:- Pay Band-2 : Rs. 5,400 – 25,200/- + Grade Pay Rs. 2,600/-
4)	Qualification	:- i) The candidates have passed the Madhyamik or its equivalent examination from any recognized University or Board or Council. ii) Desirable : Diploma in Computer application from any Institute recognized by the State Govt. or the Central Govt. or State Council of Technical Education of All India Council of Technical Education.
5)	Age	:- 18 to 40 as on 01.01.2013 with relaxation as permissible for the SC, ST , OBC and other categories in terms of rules and order issued by the Govt. from time to time.

GRAM PANCHAYAT POSTS

Post code –

1) Name of the post	:-	<b>NIRMAN SAHAYAK OF GRAM PANCHAYAT</b>
2) No. of posts	:-	3(three) : OBC(B)-2, ST-1.
3) Scale of pay	:-	Pay Band-4 : Rs. 9,000 - 40,500/- + Grade Pay Rs. 4,400/-
4) Qualification	:-	Diploma in Civil Engineering(LCE)
4) Age	:-	18 to 40 as on 01.01.2012 with relaxation as permissible for the SC, ST , OBC and other categories in terms of rules and order issued by the Govt. from time to time.

Post code –

1) Name of the post	:-	<b>SAHAYAK OF GRAM PANCHAYAT</b>
2) No. of posts	:-	20 posts : (U/R-9, SC-3, ST-1, OBC(A)-1, OBC(B)-1, U/R(Ex-Servicemen)-2, SC(EC)-1, OBC-A(EC)-1, ST(EC)-1.
3) Scale of pay	:-	Pay Band-2 : Rs. 5,400 – 25,200/- + Grade Pay Rs. 2,300/-
4) Qualification	:-	Candidates who have passed with at least <b>50% marks</b> in aggregate in the Madhyamik or its equivalent examination will be preferred.
5) Age	:-	18 to 40 as on 01.01.2012 with relaxation as permissible for the SC, ST , OBC and other categories in terms of rules and order issued by the Govt. from time to time.

**IT IS MANDATORY TO MAKE APPLICATION ONLINE FIRST, AFTER TAKING PRINT OUT OF THE ONLINE APPLICATION SHOWING REGISTRATION NUMBER AND AFTER ATTACHING 1(ONE) PHOTOGRAPH AND NECESSARY DOCUMENTS IT IS TO BE SENT TO THE ADDRESS GIVEN BELOW. APPLICATION MADE BY ANY OTHER MODE WILL BE REJECTED.**

**VACANCY POSITION MAY CHANGE ANY TIME.**

- i) Application to be made online only on the website [www.ddinajpur.nic.in](http://www.ddinajpur.nic.in) within 20.12.2013.
- ii) Candidates are advised to retain a copy of the Printout of online application.
- iii) With the printout of online application, the candidate must enclose :
  - e) Self attested photocopy of age proof certificate ;
  - f) Self attested photocopies of all educational qualification, technical/Diploma certificate etc ;
  - g) Self attested photocopy of Caste Certificate, if any ;
  - h) 1(one) 10" x 5" size self-addressed envelopes affixed with postage stamp worth Rs. 5/- ;
- iv) Please write the name of the "POST APPLIED FOR \_\_\_\_\_, Advertisement No. and Post Code on the TOP OF THE BODY of the envelop.
- v) A copy of printout of Application made online within the specified date along with supporting documents mentioned above and must reach to the following address through by India post/courier service within 06/01/2014 up to 5 p.m.  
**To : The Office of the District Panchayat & Rural Dev. Officer,  
Dakshin Dinajpur Collectorate Building (2<sup>nd</sup> floor), P.O. Balurghat, Pin – 733101.**

- vi) The **Admit Cards** issued to eligible candidates would have to be downloaded from the same website after such date as would be notified from time to time on our official website [www.ddinajpur.nic.in](http://www.ddinajpur.nic.in), office notice-board and through newspaper "Anandabazar, Uttarbanga Sambad and Bartaman.
- vi) Candidates for the post of Clerk-cum-Typist and Accounts Clerk of Panchayat Samiti who had applied earlier in response to advertisement No. 1036/DPRD dt. 07.08.2009 will not apply afresh. Admit cards to such eligible applicants will be sent by India Post.
- vii) Explanation of **Exempted Category** is given website vide No. 301-EMP/1M-10/2000 dt. 21.08.2002 of LABOUR Department, Govt. of West Bengal. Candidates enrolled in the Directorate of Employment in E.C. Cell only may apply directly along with Employment Exchange Card of Directorate of Employment (E.C. Cell), West Bengal.

  
District Magistrate 29.11.13  
&

Executive Officer,  
Dakshin Dinajpur Zilla Parishad