



স্বাধীনতা
সেবার শিক্কা, সেবার উচ্চতা



Government of West Bengal
Paschim Banga Sarva Siksha Mission
District Project Office
Birbhum

Memo. No. 517 /Plg./SSM/Bir

Date : 15/06/2015.

Applications are invited from eligible candidates for filling up purely temporary contractual posts of Block Level MIS Coordinators and Data Entry Operators for a period of one year under the control of District Project Office, SSM, Birbhum. The applicant must be a resident of Birbhum district in which she/he is applying. **An applicant can apply for one Block only.** Willing candidates should submit application in the prescribed format (downloaded from website) along with all photocopies of documents/papers (self-attested) to the DPO, SSM, Birbhum either by post or by hand.

Eligibility Criteria :

A) MIS Co-Ordinator : 1 post each for Suri-I, Suri-II, Md. Bazar, Bolpur-Sriniketan, Rampurhat-I, Nalhati-II, Mayureswar-I & Murarai-I block.

- Educational Qualification** - BCA or Equivalent Degree/ B.Sc in Computer Science/ Graduate with DOEACC- "A" Level from any recognized University / Institution as a regular student.
- Computer Knowledge** - MS-Office & Oracle.
- Experience** - One year in related field.

B) Data Entry Operator : 1 post for Dubrajpur Block.

- Educational Qualification** - Higher secondary/12th standard passed with 50% in any stream from a recognized Board as a regular student.
- Computer Knowledge** - Typing speed English and Bengali- 30 words per minute. Knowledge of Windows 98/XP, MS Office Package, Pagemaker, Bengali Software.

Age (For both the posts) : Minimum 21 years and Maximum 35 years as on 1st January, 2015.

Consolidated Remuneration :

Monthly remuneration of MIS Co-ordinator will be Rs. 15,000/- (consolidated).

Monthly remuneration of Data Entry Operator will be Rs. 11,000/- (consolidated).

Postal address of District Project Office, SSM, Birbhum :

The District Project Officer,
Sarva Siksha Mission, Birbhum
"Prasashan Bhavan" (3rd floor)
P.O. Suri, District Birbhum, PIN. 731101.

Last date of Submission of application up to 4 p.m. on 10th July, 2015.

S. Ghosh
15/6/15

S. Ghosh
15/6/15
DPO
SSM, Birbhum

Recruitment Norms and Process for Block MIS Coordinators in PBSSM

1. Educational Qualifications BCA or Equivalent Degree / BSC in Computer Science Graduate with DOEACC 'A' Level from a recognized University / Institution as a regular student.
2. Computer Knowledge Will have to sit for a practical test on MS Office and Oracle
3. Experience One year in a related field
4. Method of Screening Ten Candidates for each vacancy on the basis of marks obtained in Bachelors Degree only
5. Method of Selection On the basis of the marks obtained in the Bachelors Degree Examination the highest scoring candidates (10 per vacancy (for each block / urban unit) available be screened Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner

Sl.no.		Selection	Marks	Total	Remarks
1	Academic	1. Madhyamik	5	20	Marks should be awarded proportionately to the percentage (%) of marks obtained in the respective examinations.
		2. Higher Secondary	5		
		3. Bachelors' Degree	10		
2	Practical	1. MS Office	10	25	Candidates who do not score at least 50% in both the practical computer tests individually will be disqualified
		2. Oracle	15		
3	Interview	Only 3 Candidates per vacancy will be called		5	
Grand Total				50	

6. Age : Minimum **21 years** and maximum **35 years** on **1st January, 2015**.
7. The applicant MUST be a resident of the Birbhum district. Proof of residential status of the district must be submitted (Copy of Voter ID / Ration Card / Passport / Employment Exchange Card (Most Recent) / Residential Certificate issued by the Sub Divisional Officer will only be considered).
8. Each applicant can apply for one block only. (An undertaking in the form "I have applied for one block viz. ----- and if it is later found that I have submitted applications for more than one block, my candidature is liable to be canceled").
9. Screening should first be done on the basis of minimum requirement i.e., Bachelors Degree, experience of at least one year. The assistance of the district NIC office will be taken for the conduct of the computer efficiency tests (MS Office and Oracle).
10. After considering the minimum criteria, number of candidates for each block i.e., for each post should be screened (maximum ten candidates per Block) on the basis of marks obtained at the Bachelor Degree only.

S. Das
15/6/15

15/6/15
DPO
SSM, Birbhum

Recruitment Norms and Process for Block Data Entry Operators in PBSSM

1. Educational Qualifications : Higher Secondary/ 12th Standard Passes in any stream from a recognized Board with at least 50% marks as a regular student.
2. Computer Knowledge : Computer Typing Speed words per minute - English and Bangla - 30.
Knowledge of Windows 98 / XP MS Office Package Pagemaker Bengal Software
3. Method of Screening : Ten Candidates for each vacancy on the basis of marks obtained in **Higher Secondary Examination** only
4. Method of Selection : On the basis of the marks obtained in the Higher Secondary Examination, the highest scoring candidates @ 10 per vacancy (for each block) available will be screened. Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner

Sl.no.		Selection	Marks	Total	Remarks
1	Academic	1. Madhyamik	5	20	Marks should be awarded proportionately to the percentage (%) of marks obtained in the respective examinations
		2. Higher Secondary	15		
2	Practical	MS Office : (1) Excel (2) Word (3) Power Point (4) Typing (Bengali) (5) Typing (English)	25	25	5 marks each - Candidates Who do not get 50% in each component will be disqualified
3	Interview	Only 3 Candidates per vacancy will be called		5	
Grand Total				50	

5. Age : Minimum 21 years and maximum 35 years as on 1st January 2015.
6. The applicant MUST be a resident of Birbhum district. Proof of residential status of the district must be submitted (Copy of Voter ID / Ration Card / Passport / Employment Exchange Card (Most Recent) / Residential Certificate issued by the Sub Divisional Officer will only be considered)
7. Screening should first be done on the basis of minimum requirement i.e. Higher Secondary Examination or its equivalent and Certificate for computer training covering MS Office. The assistance of the district NIC office will be taken for the conduct of the computer efficiency tests (MS Office and typing speed test)
8. After considering the minimum criteria, number of candidates for each block i.e. for each post should be screened (maximum ten candidates per Block) on the basis of marks obtained at **Higher Secondary Examination only**.

S. Kumar
15/6/15

15/6/15
DPO
SSM, Birbhum

APPLICATION FORM FOR THE POST OF BLOCK MIS CO-ORDINATOR /
DATA ENTRY OPERATOR under District Project Office, SSM, Birbhum.

1. Name of applicant :
2. Father's / Husband's name :
3. Residential Address :
4. Post for which applying :
5. Block for which applying :
6. a) Date of Birth :
b) Age as on 01.01.2015 :
7. Length of Experience :
(Specify details- enclose self attested documents)

Affix a recent
passport size
photograph
duly signed
by the
candidate

8. a) Educational Qualification:

Examination Passed	University/Board	Year	Total Marks	Marks obtained	Percentage of marks
Madhyamik or Equivalent					
H.S or Equivalent					
BCA or Equivalent / B.Sc. in Computer / Graduate with DOEACC 'A' level					

b) Computer Knowledge:

9. Languages Known:
 - a) Can Speak:
 - b) Can Write:
 - c) Can read :

10. Any other information:

Declaration: The above statement are true to the best of my knowledge and I have applied only for one Block in the district and have applied only in the district of which I am a resident and at any time if it is found that I have applied for more than one Block my candidature is liable to be cancelled.

Date :

.....
Signature of the Applicant.

Note: Please enclose a self-addressed envelope with requisite postage stamps and one extra passport size photograph.