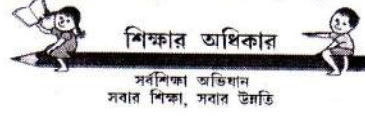


Govt. of West Bengal
OFFICE OF THE DISTRICT PROJECT OFFICER
Sarva Shiksha Mission
UTTAR DINAJPUR



Advertisement No- 787/SSM/UD

Date_ 17/8/2015

Applications are invited from the aspirant candidates to fill up the following vacancies under Sarva Siksha Mission, Uttar Dinajpur on purely contractual and temporary basis.

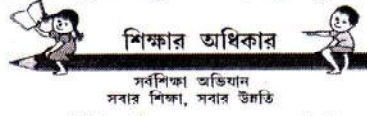
To be published in the website and different offices for publication.

DETAILS OF THE POSTS

Name of the post	No. of Post	Required Qualification	Condition & Remuneration	Place of Vacancy
Block MIS	4	BCA or equivalent degree/B.Sc in computer Science/ Graduate with DOEACC- A level from any recognized University/ institution as a regular student. Experience: At least one year experience in the related field. Computer Knowledge- MS office and oracle.	As per SSM Norms Age- Minimum 21 years maximum 35years as on 01/01/2015	Chopra, Goalpokher – I & II and Kaliyaganj.
Block DEO)	6	Higher secondary/12 th standard pass in any stream with at least 50% marks from any recognized Board as a regular student. Computer Knowledge- MS office package, Pagemaker, Windows 98/XP, Bengali Software. Typing speed Bengali and English- 30 Words per minute.	As per SSM Norms Age- Minimum 21 years maximum 35years as on 01/01/2015	Chopra, Goalpokher- I, Karandighi, Itahar, Kaliyaganj and Hemtabad.
Block level accountant	2	B. Com (Hons), from a recognized University on regular course. Candidates with Higher qualification of M.Com, /inter CA/inter ICWA will be given weightage. Experience: At least two years experience in accounting and Audit job in Government /any organization /Firm of repute or in any Government sponsored Project having computer environment. reputed organization Computer Knowledge- At least completed certificate course in computer covering MS office and Conversant with tally accounting package(Latest Version)	As per SSM Norms Age- Minimum 21 years maximum 37years as on 01/01/2015. In case of retired Govt. employees up to 62 yrs of age.	Goalpokher- I and II
Total Post	12			

Nature of the Posts: Purely temporary and contractual.

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Duration of service: First engagement will be for one year and thereafter it may be extended up to three year on the basis of performance. Posting of the empanelled candidates will be as per decision of the appropriate authority within the district.

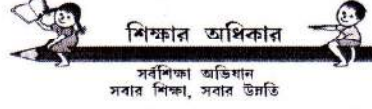
Guideline for submission of application and selection procedure:

- Application should be in prescribed proforma.
- All testimonials should be enclosed with the application form. (Xerox self attested copy)
- The envelope should be superscripted with the post applied for.
- On scrutiny the eligible candidates will be selected for skill test at the rate 1: 10 according to academic marks obtained.(Top ten) BLA- On B.com (H), MIS- (Block)- Bachelor degree. DEO- (Block)- On Marks obtained at HS.
- Skill test: BLA- MS office and Tally. Full marks 10 each. Block MIS- MS office and Oracle. Full marks- 10 and 15 respectively. Block DEO- MS office Package. (Excel-, Word. Power point. Typing Bengali and English) – Full marks – 25
- Marks for Viva-voce – 5, In all posts.
- Academic marks:

POST	MP	HS	Graduation	Master degree
BLA	5	5	10	5
Block MIS	5	5	10	NA
Block DEO	5	15	NA	NA

- Marks will be awarded on the basis of percentage obtained at the concerned exam.
- Marks will be awarded as per requisite qualification.
- Applicant should be resident of Uttar Dinajpur District and document is to submitted (Residential certificate issued by SDO, EPIC, Ration Card, and Passport)
- **Call letter will be issued on the basis of marks at the ratio 1: 10 for Viva- Voce and computer efficiency test.(Top ten)**
- Final panel will be prepared on the basis of marks obtained for qualification, average marks of viva-voce and skill test at 1:3 ratio.
- The list of eligible candidates will be published in the website at www.uttardinajpur.nic.in and www.wbsed.gov.in and on the office notice board.

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OFFICE OF THE DISTRICT PROJECT OFFICER
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UTTAR DINAJPUR



- First empanelled candidate on the basis of total marks obtained will be engaged on contractual basis for one year which may extent up to 03 years.
- Date of publication of list of eligible candidates for (Skill test)18/9/15
- The candidates have to affix his/her duly signed photograph on the admit card.
- No application will be considered after the specified date and time.
- Candidates will verify their names for appearance at the Viva - Voce in the website at wbsed.gov.in. Date of viva Voce- 28/09/15
- **One candidate can apply for one post and against one block only.**

Date of interview:- (Viva – Voce) 28th Sept 2015.

Validity of the panel: One year from the date of approval.


18.8.15
District Project Officer
Sarva Shiksha Mission, Uttar Dinajpur

Advertisement No –

Dated-

Application for the Post of _____ under Sarva Shiksha
Mission, Uttar Dinajpur.

Duly self
signed
photograph

To
The District Project Officer
Sarva Siksha Mission, Uttar Dinajpur.

Sir,

In accordance with your advertisement in the Uttar Banga Sambad / The Telegraph / dated
_____ I beg to offer myself as a candidate for the post of _____
under your jurisdiction

I am furnishing herewith my bio data for your kind perusal and to consider my candidature for the post.

Yours faithfully

1. **Name of Applicant : (in block letters)**
2. **Father's / Husband's Name:**
3. **Address for Communication:**
4. **Post for which applying:**
5. **Date of Birth:**
6. **Length of Experience (if applicable):**

(Specify details enclose self attested documents)

7) **Qualification:**

a) Educational:

Sl. No.	Examination Passed	University / Board	Year	Subject taken	Total Marks	Marks obtained	Percentage of Marks

c. Computer Knowledge:

9) **Languages Known:**

a. Can Speak:

b. Can Write:

c. Can Read:

9) Any other information:

10) Mobile no:

11) Email address if any:

Declaration: The above statement are true to the best of my knowledge and belief and I have applied only for the post of _____ under district Uttar Dinajpur and at any time if it is found that any submitted documents are false my candidature is liable to be cancelled.

Date:

Signature of the Applicant

Note: 1. Application is to be submitted to the District Project Officer, Sarva Shiksha Mission, Uttar Dianjpur, either by hand or by post so as to reach him on or before 01/09/2015.

2. Please enclose a self addressed envelope with requisite postage stamps.

3. The outer envelope is to be superscripted for the post applied for.

4. List of eligible candidates for Viva- Voce will be published in the website at www.uttardinajpur.nic.in and notice board of the office of the undersigned on the date- 7/9/15.

5. The eligible candidates who will appear before the interview board shall have to affix duly signed photograph on the admit card.