

District Project Office

Sarva Shiksha Mission, Purulia

Employment Notice For the post of Finance & Accounts Officer.

Notification No.:- 01/PURSSM/Admn

Date:- 22.12.2015

Application are invited from the eligible candidates for filling up the post of Finance & Accounts Officer on contractual basis under the District Project Office, Sarva Shiksha Mission, Purulia as per Norms & guidelines of PBSSM on consolidated remuneration basis. Willing candidates having requisite qualification are requested to submit their application in the prescribed format (downloaded from website) to the District Project Office, SSM, Purulia Zilla Parishad Bhawan, (5th Floor), Jubilee Maidan, P.O:-Jubilee Dist-Purulia Pin-723101 either by registered Post or by hand from 31.12.2015 to 15.01.2016 every working day (except Sunday & Holiday) from 11.00 AM to 4.00 P.M. Incomplete application & applications received having no requisite qualification will be cancelled. Decision of Authority is final. Re-advertisement will be made if no eligible candidate is found.

Important points need to be notice during application.

- 1) There is only one Post (Unreserved).
- 2) Application should be as per format with legible handwriting with ball point pen. Recruitment will be for initially one year contract basis and may be extended subject to the maximum of three years. No Selected person will have any claim for permanent employment as the appointment is purely temporary on contractual basis and valid up to contract period.
- 3) The post carries consolidated remuneration of Rs:-20061 (Twenty thousand & sixty one) per month only.
- 4) Other terms will be as per rules & order of PBSSM.
- 5) A self addressed recent passport size photograph should be attached on the application.
- 6) Attested copies of Mark sheet & certificates including the experience Certificates, of each examination should be attached with the application.
- 7) Xerox copies of EPIC or Passport or residential Certificate should be submitted with the application.
- 8) Application should be submitted in sealed envelope stating name of the post and addressed to the D.P.O, SSM, Purulia Zilla Parishad Bhawan (5th floor), Jubilee Maidan, P.O:-Jubilee, Dist-Purulia, Pin-723101

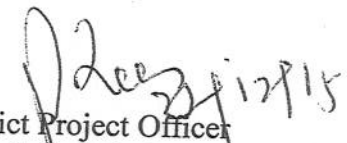
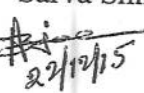
Minimum Qualification:-

Hons Graduate /Post Graduate in Commerce from any Recognized University along with CA /ICWA (inter qualified) and processing certificate course in Financial Accounting software.

Experience- With at least Three years experience in the field of Finance, Accountas & Audit in a reputed Organization.

Age-

Age should be below 35 Years as on 1st day of January 2015.


District Project Officer
Sarva Shiksha Mission, Purulia


APPLICATION FORMAT

To:

The District Project Officer

Sarva Shiksha Mission , Purulia

Zilla Parishad Bhawan,(5th Floor),

Jubilee Maidan,P.O:-Jubilee

Dist-Purulia Pin-723101

Paste recent
passport size photo
duly signed by the
Candidate

Sir,

In response to your Notification No. _____ Dated _____, I do hereby submit my biodata in support of my candidature for the post of financial Accounts officer

- 1) NAME in full(In Block letters):.....
- 2) Fathers/Husbands Name:.....
- 3) Address of Communication(With pin code)
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.....
- 4) Permanent Address.....
- 5) Contact No:.....
- 6) Date of Birth(As per Certificate)

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- 7) Age as on 1st January,2015.....

8) Academic Qualification:

Name of The Examination	Name of the Board	Year of passing	Total marks	Marks obtained	Division	% of Marks

(Attach Documents)

- 9) Experience in details:.....

DECLARATION

I am aware of the condition regarding the post. The above information are true to the best of my knowledge.

DATE:

Yours Faithfully

Place:

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