

NOTIFICATION OF VACANCIES

1. Name and address of the Employer: **The Executive Officer**, Purulia Zilla Parishad
2. Telephone No. of the Employer, If any: 03252-222695.
3. Nature of vacancy
 - a) Description of duties : He / She shall remain in Executive Charge of administration including establishment functions and financial operation of Gram Panchayat & Perform any other function or duty as may be assigned to him/her by the competent authority.
 - b) Type of staff required (Designation): **Executive Assistant**.
 - c) Qualification required (must be possessed by the candidate on or before the date of publication of the advertisement)
 - I) Essential
 - a) Be a citizen of India as defined in part II of the Constitution of India.
 - b) Bachelor's Degree from a recognized University.
 - c) Diploma in Computer Application from any Institute recognized by the State Government or Central Government or State Council of Technical Education or All India Council of Technical Education.
 - II) Desirable
 - A) Post Graduate Degree or Diploma in Social Work or Rural Development from any recognized Institutes or University.
 - B) Experience in Social Work or Rural Development.
4. Age limits : 18 - 40 years **as on the First Day of January, 2016**.
The upper age limit is relaxable for
SC(up to 5 Years) , ST(up to 5 Years), OBC(up to 3 Years) etc.
under prevailing orders of the State Govt.
5. No. of vacancies : **28 (Twenty Eight)**.
6. Type of Post : Temporary, likely to be permanent.
7. Pay and allowances : Pay Band : Rs. 7100- 37600/-with grade pay Rs 3600/- and other allowance will be admissible as per Govt. Order in force .
8. Place of work : Any Gram Panchayat Office under Purulia District.
9. Probable date by which the vacancies will be filled up : 1st week of April, 2017.

10. Particulars regarding written examination / interview of applicants :

- a) Date of Written Test : **05.02.2017 (Sunday)**, May be deferred in case of unavoidable circumstances.
Admit Card for Written Examination of eligible candidates will be obtained from → <http://www.purulia.nic.in> (Date, Time for downloading Admit Card will be communicated in due course.).
- b) Date & Time of Interview Test : To be communicated in due course.
- c) Place of Interview Test : To be communicated in due course.
- d) Designation and address of the person to whom applicant should report : The Executive Officer, PZP / The D.P&R.D.O., Purulia.

11. Whether there is any obligation of arrangement: for giving preference to any category of person such as SC/ST/E.C. and OBC person in filling of the vacancies and if so, the nos. of vacancies to be filled up by such categories of person. :

UR - 8, UR(EC) - 5, UR (Meritorious Sports person) - 1, OBC(A) - 2, OBC(B) - 2, OBC(A)EC - 1, OBC(B)EC - 1, SC - 5, SC(EC) - 2, ST - 1.

12. Syllabus of Written Exam : English; Bengali, (H.S. or its equivalent exam), Arithmetic (Madhyamik or its equivalent exam), General Knowledge (emphasis on rural life and rural development).
13. Method of Written Examination : Multiple Choice Question (MCQ) having provision of Negative marking.
14. Max. Marks of Written Exam. : 85.
15. Max. Marks of Interview : 15.
16. Mode of Application : Online through website → www.purulia.nic.in
17. Competent Authority for issuing Certificate to Meritorious Sports persons are as follows:

Area	Competent Authority
International Competition	Secretary of the National Federation/National Association of the Sports Concerned
National Competition	Secretary of the State Association of the Sports Concerned
Inter University Tournament	Dean/ Director of Sports or Other Officer in Overall Charge of Sports of the University Concerned.
National Sports/Games for School Education	Director/ Deputy Director in overall charge of Sports/Games for School in the Directorate of School Education, West Bengal

18. Final Scrutiny of eligibility criteria with regard to age, educational qualification, caste etc. will be undertaken at the time of final selection. Therefore, candidature will be accepted only provisionally till final selection. At the time of final selection when scrutiny is undertaken and if any claim made in application is not found substantiated then the candidature will be cancelled and then decision of DLSC in this regard shall be final. SC, ST, OBC-A and OBC-B candidates of other states will be treated as Unreserved Candidate. Therefore, candidates should ensure that they fulfill all the eligibility conditions for the post.

19. Final Merit List for appointment will be made by taking together marks obtained by candidate in both Written Exam. and Interview. The short-listed candidates on the basis of the result of written examination shall undergo a computer-test before viva-voce.

20. Candidates shall be required to apply through online in the website www.purulia.nic.in on or before the closing date i.e **23.12.2016**. **Any forge document /omission /suppression of information shall lead to rejection of application or candidature at any stage of the process of recruitment without any further intimation.** Application submitted in **other** communication channel **will be rejected straightway**.



Executive Officer,
Purulia Zilla Parishad.

