

Government of West Bengal
Office of the District Magistrate, Burdwan
Social Welfare Section
Burdwan

Memo. No. 1288 /SW/BWN

Dated: 19th November 2014

ENGAGEMENT NOTICE (2nd NOTICE)

Applications are hereby invited from willing candidates including retired Government employees for engagement to various Contractual posts under District Project Management Unit, Burdwan for Kanyashree Prakalpa in Burdwan District in accordance with Notification No. 3593(20)-SW dated 7.11.2013 of the Department of Women Development and Social Welfare, Women Welfare Branch, Government of West Bengal read with resolution of meeting of the State Level Steering and Monitoring Committee of Kanyashree Prakalpa, dated 31.10.2013 of the Government of West Bengal. Eligibility Criteria for the various contractual posts and other conditions along with procedure of application and other processes for selection for engagement are given as follows. Engagement to all posts are for a Contractual Period of 3 years from the date of Contract.

A. Details of Contractual Posts with Remuneration & Eligibility Criteria

Sl. No.	Name of the Contractual Post	Essential Qualification(s) & Experience	Desirable Qualification & Experience	Age as on 1 st December 2014	No. of Post(s)	Remuneration per month (Rs.)
1	Accountant	<ul style="list-style-type: none"> • Commerce Graduate with Accountancy Honours • Certificate in Computer Application from a reputed and recognized institute and ability to work in MS Office Packages • Working Knowledge of Spreadsheet, Tally and Presentation Packages 	Minimum 3 years of working experience	<ul style="list-style-type: none"> • Not less than 18 years and not more than 37 years • Not more than 65 years in case of retired Government Employees 	1 (in DPMU, Burdwan)	15,000/- (consolidated)
2	Accounts-cum-Data Manager	<ul style="list-style-type: none"> • Commerce Graduate • Certificate in Computer Application from a reputed and recognized institute and ability to work in MS Office Packages 	Minimum 1 year of working experience	<ul style="list-style-type: none"> • Not less than 18 years and not more than 37 years • Not more than 65 years in case of retired Government Employees 	2 (in DPMU, Burdwan)	12,000/- (consolidated)
3	Data Manager (Sub Divisional/Block)	<ul style="list-style-type: none"> • Graduate in any discipline • Certificate in Computer Application from a reputed and recognized institute • Typing Speed of 30 wpm in Computer Keyboard 	Minimum 1 years of working experience	<ul style="list-style-type: none"> • Not less than 18 years and not more than 37 years • Not more than 65 years in case of retired Government Employees 	36 (1 each in every Block and Sub Division EXCEPT Durgapur Sub Division)	11,000/- (consolidated)

B. Details of Contractual Posts with Condition of Residence & Period of Contract

Sl. No.	Name of the Contractual Post	Residence Criteria	Period of Contract	Place of Posting
1	Accountant	Indian National	3 years from date of joining	DPMU, Burdwan
2	Accounts-cum-Data Manager	Indian National	3 years from date of joining	DPMU, Burdwan
3	Data Manager (Sub Divisional/ Block)	Resident of the Particular Block in case of Application for Block Data Manager Resident of the Particular Sub Division in case of Application for Sub Divisional Data Manager	3 years from date of joining	Block/ Sub Division as applied

C. Procedure of Selection for engagement

Sl. No.	Name of the Contractual Post	Written Examination with Qualifying Marks & Subject	Practical Examination	Interview/ Viva Voce
1	Accountant	Yes (40% qualifying) Graduation Level Accountancy Honours	Yes	Yes
2	Accounts-cum-Data Manager	Yes (40% qualifying) Graduation Level Accountancy	Yes	Yes
3	Data Manager (Sub Divisional/ Block)	Yes (40% qualifying) General Aptitude	Yes	Yes

D. Other terms & conditions

1. All Applications should be made in prescribed format along with coloured passport size photograph as available in the District Website www.bardhaman.nic.in, & www.burdwanzp.org. Applications with incomplete details would be summarily rejected.
2. No online REGISTRATION is required for the 2nd Call of the Notice.
3. **Hardcopy** of the application is only to be submitted along with copies of testimonials as in Sl. No. 4
4. The following documents/ testimonials have to be attached
 - a. Proof of residence from local authorities (Pradhan/ Councillor)/ BDO/SDO/ EPIC/ Passport clearly showing **Block/ Municipality/ Municipal Corporation & Sub Division**. Applications not mentioning **Block/ Municipality/ Municipal Corporation/ Sub Division** in case of Data Managers would be summarily rejected
 - b. Proof of Date of Birth – Only Secondary level Admit Card/ Certificate to be accepted
 - c. Proof of Educational Qualification – All documents justifying essential & desirable qualifications

- d. In case of retired employees proof of employment, tenure & experience and superannuation from the employer
- e. **Certificate in support of computer speed of 30 w.p.m. in case of post of Data Manager only from a recognized Institute**
5. All Applications should be provided with 3 recent colour passport sized photographs (1 affixed on the application & the others stapled) and a **Self Addressed Envelope** clearly written with **Applicants Name, Full Postal Address and PIN Code affixed with a Postage Stamp of Rs. 10/- (Rupees Ten only)**
6. All applications should contain the photocopies of all testimonials along with the self declaration in support of the authenticity of the documents to substantiate eligibility in respect of Essential Qualifications & Residence and also to establish Desirable Qualifications.
7. **Photocopies of all Testimonials and the photographs need not be attested.**
9. Applications are to be submitted in a sealed envelope superscribed with the Name of the Post Applied for, Place of Posting Applied for & Name of Block/ Municipality/ Municipal Corporation & Name of the Sub Division of Applicants' residence against a receipt without verification at the Office of the District Magistrate, Social Welfare Section only on any working day from 12 Noon to 3 P.M. on and from and 21st November 2014 to 29th November 2014.
10. **APPLICATIONS SUBMITTED TO ANY OTHER SECTION UNDER THE OFFICE OF THE DISTRICT MAGISTRATE WILL NOT BE ACCEPTED AFTER THE LAST DAY OF SUBMISSION OF APPLICATION**
10. Last time & day of submission of hard copy of application is 3.00 P.M. 29th November 2014.
11. List of Rejected applications along with reasons of rejection & List of accepted applications and date of Issue of Admit Cards would be available in the District Website on and from 16th December 2014.
12. All applicants whose applications are accepted would have to sit for a Written Examination as detailed in Item C. and only candidates qualifying in the written examination would be called for practical examination and/or viva voce.
13. List of Qualifying Candidates would also be available in the district website. **Separate Admit Cards for Practical & viva voce** would be available after completion of the procedure of written examination.
14. **Admit Cards with Date & Place of Written Examination would be sent to candidates by post only. No Admit Card would be issued by hand.** Admit Cards with Date & Place of Practical Examination and Viva voce would be made available to qualifying candidates only on completion of the procedure of written examination. Admit Cards issued for written examination would not be considered for practical examination or viva voce test. **Applicants are requested to regularly visit the district website for any subsequent information/ updates in this regard.**
15. All other terms & conditions for engagement would be guided by order of the Department of Women Development & Social Welfare vide No. 3593(20)-SW dated 7th November 2013 and subsequent resolutions of the State Level Steering & Monitoring Committee, Kanyashree Prakalpa in this respect.
16. The District reserves the right to engagement and any engagement to any aforesaid post may be suspended/ postponed at any point of time.
17. Applicants are liable for prosecution under extant laws for any wrong/ fraudulent/ incomplete information during application.



Additional District Magistrate(G), &
Nodal Officer, DPMU, Kanyashree Prakalpa

Copy forwarded for information to:

1. Additional District Magistrate (G), Burdwan
2. Additional District Magistrate (ZP), with a request to publish the said Notice in the Website of the Zilla Parishad at www.burdwanzp.org along with the application proforma enclosed and also arrange for uploading of list of rejected applications and selected applications for issue of Admit Cards subsequently.
3. The District Informatics Officer, NIC, Burdwan with a request to publish the said Notice in the District website www.bardhaman.nic.in along with the application proforma enclosed and also arrange for uploading of list of rejected applications and selected applications for issue of Admit Cards subsequently.
4. The District Programme Officer (ICDS)
5. The District Information & Cultural Officer for publication of the abridged version of the said Notice as enclosed in at least 2 widely published news dailies and 2 local newspapers
6. CA to DA, Burdwan for kind information of District Magistrate, Burdwan
7. The Editor, _____, Newspaper for publication of the abridged version of the said Notice as enclosed.



Additional District Magistrate (G), Burdwan &
Nodal Officer, DPMU, Kanyashree Prakalpa

ABRIDGED VERSION OF ADVERTISEMENT NO. 1288/SW/BWN DATED 19TH NOVEMBER 2014 FOR ENGAGEMENT TO
VARIOUS POSTS OF DPMU, BURDWAN UNDER KANYASHREE PRAKALPA

Memo. No. 1288(Abr) /SW/BWN

Dated: 19th November 2014

ENGAGEMENT NOTICE (2nd Notice)

Applications are hereby invited from willing candidates including retired Government employees for engagement to various Contractual posts under District Project Management Unit, Burdwan for Kanyashree Prakalpa in Burdwan District. Details of Eligibility Criteria for the various contractual posts and other conditions along with procedure of application and other processes for selection for engagement are given in the district website <http://www.bardhaman.nic.in> & www.burdwanzp.org.

Last time & day of submission of hardcopy application is 3.00 P.M. 29th November 2014 at the Office of the District Magistrate, Social Welfare Section only.

List of Rejected applications along with reasons of rejection & List of accepted applications would be available in the District Website on and from 16th December 2014.

Sd/-

Additional District Magistrate (G), Burdwan &
Nodal Officer, DPMU, Kanyashree Prakalpa

Memo. No. 1288(Abr) /1(7)/SW/BWN

Dated: 19th November 2014

1. The Additional District Magistrate (G)
2. The Additional District Magistrate (ZP)
3. The District Informatics Officer, NIC, Burdwan
3. The District Programme Officer (ICDS)
4. The District Information & Cultural Officer for publication of the abridged version of the said Notice as enclosed in at least 2 widely published news dailies and 2 local newspapers
7. The Editor, _____, Newspaper for publication of the abridged version of the said Notice as enclosed.


For District Magistrate, Burdwan &
District Social Welfare Officer.

APPLICATION FORM FOR ENGAGEMENT TO THE POST OF _____
 _____ (DPMU/ Sub Division/ Block – clearly mention)
 IN DISTRICT PROJECT MANAGEMENT UNIT (DPMU), BURDWAN UNDER KANYASHREE PRAKALPA

1.	Name of the Post Applied for:							Attach Self Attested Recent Coloured Photograph
2.	Name of the Candidate (in Block Capitals):							
3.	Father's Name:							
4.	Complete Residential Address: (in Block Capitals)							
		<i>(Attach Attested copy of Proof of Residence with hard copy clearly indicating Block/Municipality/ Municipal Corporation and Sub Division) – EPIC/ Passport/ Residential Certificate from local authorities – Pradhan/ Councillor or BDO/SDO)</i>						
5.	Name of the Place of Posting Applied for: (District/ Sub Division/Block – clearly mention)							
6.	Name of the Block/ Municipality/ Municipal Corporation of applicant's residence:				Name of the Sub Division of applicant's residence:			
7.	Contact No. & Email Address							
8.	Whether Retired Government Employee: (Yes/ No)				Name of the Department/ Ministry with Name of the Government:			
9.	Date of Birth:							
		<i>(between 1.12.1977 and 1.12.1996 in case of regular applicant and between 1.12.49 and 1.12.1954 in case of retired Government employee) (Attach Attested Copy of Proof – Secondary level Mark Sheet/ Certificate only in hard copy)</i>						
10.	Sex: (Male/ Female)							
11.	Educational Qualification: (Attach Attested Copy of Qualification – Certificates/ Mark Sheets)	Level of Examination			% of marks obtained			
		1. Secondary Level:						
		2. HS Level:						
		3. Graduation Level:						
		4. Higher Education Level (if any):						

12.	Computer Qualification: (Attach Attested Copy of Qualification – Certificate & Mark Sheet)	Name of the Institute with Registration No.	Name of the Course with Topics Covered	Course Duration with Period (MM/YY)	Typing Speed (Attach Certificate from recognizer Institute – in case of Data Managers only)
13.	Details of Desirable Qualification & other Qualifications in case of the Post of Project Director only				
		<i>(Attach Attested Copy justifying qualifications in case of desirable & additional qualifications in case of application for the post of Project Director)</i>			
14.	Working Experience: State period of engagement	Period From (DD/MM/YYYY)		Period To (DD/MM/YYYY)	
		Date of Superannuation (if retired from Government):			
		<i>(Attach Attested Copy of Proof of Experience from Employer) (In case of retired Government Employee attach attested copy of employment tenure with designation(s)/ posts held, and pension order/ certificate of superannuation from the employer has to be submitted)</i>			
15.	Remarks (if any):				

I am willing to be engaged in the post of _____, _____ (District/ Sub Division/ Block/ Municipality/ Municipal Corporation) & aware of the terms and conditions of the engagement. All the above particulars are true to the best of my knowledge and belief and liable to prosecution under extant laws for any wrong/ fraudulent/ incomplete information in case of above declarations.

Date:

Signature of Applicant

(Full Signature only in Hard Copy)

ANNEXURE-IV

Self-Declaration Format

Space for Photograph

I....., Son / Daughter of Shriage.....years,
resident ofin the District of, West Bengal,
do hereby declare that the information given above and in the enclosed documents is true to
the best of my knowledge and belief and nothing has been concealed therein. I am well aware
of the fact that if the information given by me is proved false / not true at any point of time, I
will have to face punishment as per any provision of Law for the time being in force as well
as the benefit availed of by me or the benefit accrued to me shall be summarily cancelled.

Date:

Signature of the Applicant:

Place :