



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
PASCHIM MEDINIPUR DISTRICT, MIDNAPORE-721101
DISTRICT PROJECT MANAGEMENT UNIT**

Phone No.: 03222-275571/Fax No.:03222-275427/E-mail: dpmuwest.rupashree@gmail.com

Memo No: 41/RUP/SW

Date: 21/06/2024

NOTICE INVITING APPLICATIONS

Offline applications are invited in prescribed format attached herewith (Annexure-X) from the eligible candidates for engagement in the following contractual posts for Rupashree Prakalpa under District Project Management Unit (DPMU), Paschim Medinipur situated at the office of the District Magistrate & Collector, Paschim Medinipur. **The last date for submission of application form is up to 5.00 p.m., 08.07.2024**

The eligibility criteria for engagement to the aforesaid post will be as detailed below:

Name of the Post	ACCOUNTANT	DATA ENTRY OPERATOR (DEO)
Remuneration:	Rs. 15,000/-per month (Consolidated)	Rs. 11,000/-per month (Consolidated)
No of posts:	01	01
Category:	SC (Schedule Cast)	UR (Unreserved)
Tenure of Service:	On yearly contract	On yearly contract
Age:	Not more than 40 years as on first date of the year of publication of Advertisement. N.B.: Age as recorded only in the Madhyamik or equivalent certificate will be accepted. Candidates belonging to Scheduled Caste shall be entitled to a concession of five years.	Not more than 40 years as on first date of the year of publication of Advertisement. N.B.: Age as recorded only in the Madhyamik or equivalent certificate will be accepted.
Residential Qualification:	Applicant must be a citizen of India. (Residential proof: Aadhaar card/Epic card must be provided)	Applicant must be a citizen of India. (Residential proof: Aadhaar card/Epic card must be provided).
Essential Qualification & Experience:	1) Commerce graduate with Honours. 2) Working knowledge of Computer and ability to work in MS Office Packages (MS Word, MS Excel, MS Power Point). Working Knowledge of Spread sheet, Tally and Presentation Packages. 3) Minimum 3 years of working experience in any Government or Non-Government Organisation.	1) Graduate in any Discipline. 2) Working knowledge of Computer and ability to work in MS Office Packages (MS Word, MS Excel, MS Power Point). 3) Must have typing speed 30 wpm. 4) Minimum 1 year of working experience in any Government or Non-Government Organisation.
Job Responsibility	Overall responsibility of maintaining accounts for District Project Management Unit (DPMU) and/ or Sub-Divisions, preparation of reports, compilation, forecast, analysis of various data etc.	To do the work of data entry, report preparation and compilation etc.

(Signature)
Additional District Magistrate (Development)
Paschim Medinipur

<p style="text-align: center;">Mode of Examination</p>	<p>It will be a three-stage selection process for the posts with 100 marks distributed as under.</p> <ol style="list-style-type: none"> 1. Written Test comprising of General knowledge and current affairs, General Mental Ability, Arithmetic, English and Accountancy: 50 marks. 2. Computer Test: 40 marks. 3. Personality Test: 10 marks. 	<p>It will be a three-stage selection process for the posts with 100 marks distributed as under.</p> <ol style="list-style-type: none"> 1. Written Test comprising of General knowledge and current affairs, General Mental Ability, Arithmetic and English :50 marks. 2. Computer Test: 40 marks. 3. Personality Test: 10 marks.
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General guideline:

- ❖ The applicant must have possessed the required qualification on or before the date of publication of this advertisement.
- ❖ Applications should only be made physically at the **Drop Box** kept at the office of Rupashree Prkalpa under DPMU, Paschim Medinipur situated in the PUP Building.
- ❖ The selection will be made on the basis of written test, computer test and interview.
- ❖ The date time & venue of the examination will be displayed in the above-mentioned website in due course.
- ❖ Mere application does not confer any right to be called for the examination and got selected for the post.
- ❖ The shortlisted candidates for interview should bring the document in original and self-attested photocopies (for submission) in respect of identity proof, academic qualification, caste certificate, date of birth, certificate on knowledge in computer and experience certificate for verification.
- ❖ Impersonation in any form is strictly prohibited and may result in cancellation of candidature.
- ❖ The Selection Committee reserves the right in all circumstances for any modification required.
- ❖ The authority reserves the right to reject any application without assigning any reason. The application may be rejected due to reason of a) Incomplete application, b) Age criteria, c) Required educational qualification, d) Without proper Photograph and Signature & e) Any other criteria required as per the advertisement etc. & f) Canvassing in any form.
- ❖ Application in any mode other than offline will not be accepted.
- ❖ Commencement of submission of offline application: **24.06.2024, 11:00 a.m.**
- ❖ Closing date for submission of offline application: **08.07.2024, 05:00 p.m.**



 Additional District Magistrate (Dev.) 21/06/24
 Additional District Magistrate (Development)
 Paschim Medinipur

Memo No: 41/1(5)/RUP/SW

Date: 21.06.2024

Copy for information and requested to display in the office notice board to:

1. The Additional District Magistrate (Gen/LR/Pan/ZP), Paschim Medinipur.
2. The Sub-Divisional Officer, Medinipur Sadar/Kharagpur/Ghatal with request to send copies to all Sub-Divisional Offices.
3. The District Informatics Officer, NIC, Paschim Medinipur with request to upload the notice in the district website and arrange for provision of applications in the given format offline by the applicants during the period mentioned.
4. Block Development Officer (All), Paschim Medinipur.
5. CA to the District Magistrate with a request to bring it to the kind notice of the District Magistrate, Paschim Medinipur.


 Additional District Magistrate (Dev.) 21/06/24
 Additional District Magistrate (Development)
 Paschim Medinipur

Application for the post of Accountant / Data Entry Operator of Rupashree Prakalpa

Employment Notification No: 41/RUP/SW

Date: 21/06/2024

To
The District Magistrate
Paschim Medinipur.

Affix self-attested
recent
passport size
colour
photograph

Name of post applied for- _____

1. Name of the Applicant (in Block letters): _____

**(Note 1: Name as recorded in the Matriculation/Secondary Examination Certificate)*

2. Father's/Husband's Name : _____

3. Category : _____

4. Date of Birth: (dd/mm/yyyy) : _____

**(Date of Birth as recorded in the Matriculation/Secondary Examination Certificate)*

5. Age as on 01/01/2024 : _____

6. Address: Vill./Street : _____ P.O.: _____

Block/ Municipality: _____ P.S.: _____ District: _____

Pin code: _____ State: _____ Mobile No (only 10 digit number): _____

7. Email : _____

8. Whether name recorded in the electoral roll within the concerned Block/Municipal area? If yes provide

a) No. & Name of the Assembly constitution (AC): _____

b) EPIC No.: _____

9. Sex: (✓) : (Male / Female) 10. Religion: _____ 11. Nationality: _____

12. Educational Qualification: **(Mention from Graduation and upwards)*

Sl. No.	Examination Passed	Board/University/ Institute	Year of Pass	Total Marks	Marks Obtained (Keep blank if marks not available in grade card)	% of Marks (e.g. 99.00) / Grade
1						
2						
3						

13. Computer Knowledge:

Sl. No.	Examination Passed	Board/University/ Institute	Year of Pass	Total Marks	Marks Obtained (Keep blank if marks not available in grade card)	% of Marks (e.g. 99.00) / Grade
1						
2						

14. Experience: (with Certificate No. & Date and Name of issuing Authority): _____

15. Details of other Experience (if any): _____

16. Declarations:

I do hereby declare that (a) All statements made in this application are true, complete and correct (b) Original documents will be produced on demand (c) I agree to undergo the selection process on the condition that the Committee may cancel my candidature if I am found ineligible at any stage and (d) I am submitting only this application for the post mentioned above.

Date:
Place:

Signature of the Candidate in full