

NOTICE

**OPPORTUNITIES IN DISTRICT PROJECT MANAGEMENT UNIT (DPMU),
RUPASHREE PRAKALPA, COOCH BEHAR**

[Advertisement No. DM/Estb./01 of 2021 dated 27.01.2021]

Applications are invited from eligible candidates/retired Govt. employees for contractual posts of Accountant and Data Entry Operator in D.P.M.U., Rupashree Prakalpa, Cooch Behar. Last date is 12.02.2021.



District Magistrate,
Cooch Behar.
27/01/21

Post & Vacancy details :

| Sl. No. | Name of the Post | Age (as on 01.01.2020) | Essential Qualification | Job responsibility | Consolidated Pay per month | No. of Vacancy |
|---------|---------------------|--|---|--|----------------------------|--|
| 1 | Accountant | <ul style="list-style-type: none">Not more than 40 years for freshers.Not more than 64 years for retired Government employees. (Age relaxation for freshers: 5 years for SC & ST candidates and 3 years for OBC candidates) | <ul style="list-style-type: none">Commerce Graduate with Honours.Working knowledge of computer and ability to work in MS Office packages (MS Word, MS Excel, MS Power Point).Working knowledge of Spreadsheet, Tally and Presentation packages.Minimum 3 (three) years of working experience in any Government or Non-Government Organization. | 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 | Rs.15,000/- | 04 (Four) UR - 01 UR(EC) - 01 SC - 01 ST - 01 |
| 2 | Data Entry Operator | <ul style="list-style-type: none">Not more than 40 years. (Age relaxation: 5 years for SC & ST candidates and 3 years for OBC candidates) | <ul style="list-style-type: none">Graduate in any discipline.Working knowledge of Computer and ability to work in MS Office packages (MS Word, MS Excel, MS Power Point).Must have typing speed of 30 wpm.Minimum 1 (one) year of working experience in any Government or Non-Government Organization. | To do the work of data entry, report preparation and compilation etc. | Rs.11,000/- | 01 (One) ST - 01 |

NOTE :

- 1. Applicant must be a permanent resident of Cooch Behar district.**
- 2. Documentary evidence must be submitted along with the application form.**
- 3. Tenure of service of all the posts is on yearly contract basis.**
- 4. Written Examination for all the posts above may be held on same date & same session and will be communicated to the shortlisted candidates in due course.**
- 5. Last date of submission of application: 12.02.2021 (Friday) up to 5:30 p.m.**
- 6. Place of submission of application: Establishment Section, DM's Office, Cooch Behar (By hand into the Drop Box / By post).**
- 7. Application must be submitted in sealed envelope writing the name of the post applied for.**


For District Magistrate,
Cooch Behar

APPLICATION FORMAT

*Application for the posts under District Project Management Unit (DPMU)
Rupashree Prakalpa of Cooch Behar District (On Contract Basis)
(Advt. No. DM/Estb./01 of 2021 dated 27.01.2021)*

To
The Chairperson,
District Level Selection Committee,
DPMU, Rupashree Prakalpa,
Cooch Behar.

Recent Passport size
photograph duly
signed by the
candidate.

Sub : Application for the post of **Accountant/ Data Entry Operator**.
(strike out whichever is not applicable)

Sir,
I am to offer my candidature for the post specified above for your kind consideration:-

| | | | |
|-----|---|---|-------------------------------------|
| 1. | Name of the Candidate (in Block Letters) | : | |
| 2 | Name of the Father/ Husband (in Block Letters) | : | |
| 3. | Present Address with Pin Code | : | |
| 4. | Permanent Address with Pin Code | : | |
| 5. | Mobile No. | : | |
| 6. | e-Mail Id. | : | |
| 7. | Date of Birth | : | |
| 8. | Age as on 01.01.2021 | : | _____ Years _____ Months _____ Days |
| 9. | Sex | : | |
| 10. | Educational Qualification | : | |
| 11. | Computer Qualification | : | |
| 12. | PPO No. (In case of retired employees only) | : | |
| 13. | Working Experience | : | |

I do hereby declare and affirm that all the information furnished above are true to the best of my knowledge and belief. I do hereby undertake that DPMU, Rupashree Prakalpa, Cooch Behar may debar me from participating in the selection process at any stage and also take any legal action for submission of any information or document that is proved to be false.

I further declare that I, being a candidate serving under the Government / Government Undertaking/ Statutory Body, have informed the Head of the Office/ Department in writing that I am applying for this post. (Strike out this para if not applicable).

Date :
Place :

(Full signature of the Applicant)

- N.B.: 1) Self-attested documents in support of permanent address, age, educational qualification, computer qualification, PPO No. (in case of retired employees only) and working experience along with copy of EPIC/ Passport will have to be submitted along with the filled-in application form.
2) Incomplete applications will be summarily rejected.