

GOVERNMENT OF WEST BENGAL

Office of the District Magistrate, Kalimpong
(Rupashree Prakalpa)

Contact No: 03552255264

Email:- dmkalimpong2017 @gmail.com

Memo No: 170/SW

Date:-25.06.2019

NOTICE

In pursuance of Memo No:957/SW/O/RP-02/2019 dt.15.02.2019, 956-SW/O/RP-02/2019 dt. 15.02.2019, 957-SW/O/RP-02/2019 dt. 15.02.2019, of the Women & Child Development and Social Welfare Department to the Govt. of West Bengal, filled in application in prescribed format is hereby invited from the eligible candidates ((only Scheduled caste) for filling up of the following contractual posts in the “Rupashree Prakalpa”, Kalimpong. The details of the vacancy are as follows:

Sl. No.	Name of the Post	No. of vacancy	Name of District	Educational Qualification	Other required Qualification	Consolidated monthly remuneration
01.	Accountant	01	Kalimpong	Commerce graduate with honours	Working Knowledge of computer and ability to work in MS Office Packages (MS Word, MS Excel, MS Power Point) , Spread Sheet , Tally and Presentation . Minimum 3years of working experience in any Government or Non – Government Organisation .	Rs15,000/-

- 2) The prescribed application form may be downloaded from the website <https://kalimpongdistrict.in/>
- 3) The envelope containing application must super scribed at the top by the name of the post applied for.
- 4) Application will be received from **24.06.2019 to 05.07.2019** both by post and by hand in the General Section of the Office of the District Magistrate, ground Floor, Kalimpong, Pin: 734301
- 5) Age will be calculated on the basis of age as on **1.4.2019**
- 6) Application will be supported by self attested
 - a) Two photographs
 - b) Age proof
 - c) Qualification Certificate
 - d) Residential proof
 - f) Computer Certificate
 - g) Mobile No & email id.
 - h) caste certificate
 - i) self addressed envelope with requisite postage stamp so that the admit card can be sent in speed post.

- 7) Since the post are district specific applicants must be permanent residents of the concerned district.
- 8) The posts of Accountant will be filled up on the basis of written examination of 50(fifty) marks, computer test of the 40(forty) marks and personality test of 10(ten) marks .
- 9) Candidates who succeed in the computer test will, in the ratio of 1:5, have to appear in viva-voice test carrying 10 (Ten) Marks.
- 10) The merit list of successful candidates in the ratio of 1:4 will be prepared which will stay valid for a period of 1 year.
- 11) The District Level Selection Committee, Kalimpong reserves the right to reject any application not properly filled in or received after due date.
- 12) Agreement: The recruited to the post , upon having been selected by the selection committee, will have to enter into an agreement with the Government of West Bengal.

District Magistrate
Kalimpong

APPLICATION FORMAT

Application for the post of _____

To
The Chairperson of the District Level Selection Committee
&
District Magistrate, Kalimpong

One self
Attested recent
Passport size
Photograph

Sir,

In response to your advertisement in the _____ that you are going to recruit one contractual staff for DPMU/SDO/BDO , Kalimpong. I beg most respectfully to apply for the above post. My full particulars are given below for your kind consideration.

1. Name of the Applicant(in block letters) : _____
2. Father's / Husband's Name : _____
3. Address for Communication : _____
Post Office: _____ :Block/ Municipality/Corporation _____
District : _____ Pin: _____
Mobile No: _____
4. Permanent Address : _____
Post Office: _____ :Block/ Municipality/ Corporation _____
District: _____ : Pin: _____
5. Date of Birth : _____ / _____ / _____
6. Age (as on 01.01.2018) : _____ / _____ / _____
7. Sex (Male/ Female) : _____
8. Caste : _____
9. Nationality : _____
10. Academic Qualification: (From Madhyamik onwards)

Sl No	Exam passed	Board/ University	Year of passing	Total Marks	Marks obtained	% of marks

11. Qualification in Computer : _____

12. Work experience : _____

DECLARATION

“I hereby declare that all statements made in this application are correct to the best of my knowledge and belief and in the event of my information being found false my candidature is liable to be cancelled”

Place: _____

Date: _____

Signature of the applicant