



OFFICE OF THE DISTRICT MAGISTRATE, KALIMPONG
EDUCATION SECTION
PO & PS – KALIMPONG, PIN – 734301
e-mail : oceducationkalimpong@gmail.com

NOTICE

Memo No.: 346/EDU

Date: 20/11/2019

Subject: Recruitment in various posts in the District Project Office under SSM, Kalimpong

In pursuance of the Memo No- 09-SE/EE/9B-06/16 dated Kolkata, the 04th January, 2019 of Samagra Siksha Mission(SSM), School Education Department, Government of West Bengal, applications are invited in the prescribed format(Annexure-A) for the various contractual posts for the District Project Office under SSM , Kalimpong District from candidates fulfilling the following criteria

Details about the vacancies, eligibility, and remuneration:

Sl No.	Name of the Post	Qualification	No. of Posts	Category	Consolidated Pay
1	District MIS In charge	a) MCA or Equivalent Degree / Diploma from a recognized University / Institution. b) Experience: Minimum 1 year experience in related field is desirable. c) Age: Below 35 years (To be calculated on the 1st day of the year of recruitment)	1 (One)	Unreserved	Rs. 20,061
2	Finance & Accounts Officer (FAO)	A) In case of direct recruitment for the post of FAO from open market the following guideline may be followed: a) Hons. Graduate/ Post Graduate in Commerce from any recognized University along with CA/ ICWA (Inter qualified) and possessing Certificate course in Financial Accounting Software. b) Experience: With at least 3	1 (One)	Unreserved	Rs. 20,061/-

		<p>years experience in the field of Finance, Accounts and Audit in a reputed organization.</p> <p>c) Age: Below 35 years (To be calculated on the 1st day of the year of recruitment)</p> <p>B) In case of recruit by retired employee for the post of FAO the following guideline may be followed:</p> <p>a) Experience: Thorough experience and knowledge in working as Accounts Officer or like in the Govt. offices with adequate exposure in Computer Accounting.</p> <p>b) Age: Below 62 years.</p>			
3	District IED Coordinator	<p>a) Bachelor Degree from any recognized University with RCI training on disabilities (Degree/ Diploma)</p> <p>b) Experience: Atleast 3 years experience in the field of disabilities is desirable.</p> <p>c) Age: Below 35 years (To be calculated on the 1st day of the year of recruitment)</p>	1 (One)	Unreserved	Rs. 18,401/-

How to apply:

1. Applications are to be submitted in the prescribed format (Annexure-A) only which is available in the district portal. Duly filled in application along with all the requisite documents, as listed below are to be submitted in a sealed envelope.

One self addressed envelope affixing the requisite postal stamp should also be provided inside the envelope having the application with the requisite documents. The sealed envelope must reach at the 'Office of the District Magistrate, Kalimpong, P.O & P.S Kalimpong, Pin – 734301" (General Section)' either directly by hand or through registered post between 11.00 am and 5.00 pm on all office days and **latest by 10th December,2019.**

2. Documents to be submitted with the application:

- a) Proof of citizenship (Voter ID Card/ AADHAR);
- b) Age proof (Birth certificate/ School Admit Card);
- c) Residential proof: AADHAR Card/ Voter Card/ Certificate from the concerned Municipal authority/ BDO.
- d) Proof in support of educational qualification/ professional qualification etc. like certificate/marksheet from standard-X onwards.
- e) Three copies recent passport size photograph should be provided along with the application of which one is to be affixed at the right top box of the application format.

f) Caste certificate, wherever applicable.

g) For the retired employees/ ex-servicemen, relevant documents as to their rank/pay at the time of retirement are required to be submitted along with the application, besides the above mentioned documents.

3. All the above documents need to be self-attested by the candidate.

Mode of Selection:

1. District Level Selection Committee shall conduct the recruitment process for selection of the candidates against the vacancies.
2. Candidates will be selected on the basis of overall score in academics, computer test and viva-voce.
3. In case of obtaining large number of applications for a single post, only shortlisted candidates based on the merit in academics, may be called for computer test/viva-voce.
4. After the recruitment process is completed, a panel of candidates will be made. The candidates selected for appointment shall have to undergo an agreement (having certain terms and conditions) with the office.

Note: The posts are purely contractual in nature, with the initial engagement for a period of one year renewable for further period depending upon the performance of the candidates/decision of the Govt. in this regard.


District Magistrate,
Kalimpong

Annexure:A

APPLICATION FORMAT

Application for the post of _____

Paste one self
attested recent
passport size
Photograph

To
The District Magistrate,
Kalimpong.

Madam,

In response to your **Advertisement No. 346/EDU dated 20/11/2019**, I have learnt that you are going to recruit candidate for District MIS In-charge/ Finance & Accounts Officer (FAO)/ District IED Coordinator under SSM, Kalimpong District. 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 :

Village/Ward:

Post Office:

Block/ Municipality/Corporation:

District:

Pin:

Mobile No:

E-mail address:

4. Permanent Address:

Village/ Ward:

Post Office:

Block/ Municipality/ Corporation:

District:

Pin:

5. Date of Birth :

6. Age (as on 01.01.2019):