



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

**NOTICE**

Memo No.: 034/SSM/KPG

Date: 26/02/2020

**Subject: Recruitment for the post of Finance & Accounts Officer (FAO) in the District Project Office under SSM, Kalimpong.**

In pursuance of the Memo No- 09-SE/EE/9B-06/16 dated Kolkata, the 04<sup>th</sup> 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 **post of Finance & Accounts Officer (FAO)** for the District Project Office under SSM , Kalimpong District from candidates fulfilling the following criteria

**Details about the vacancies, eligibility, and remuneration:**

Name of the Post	Qualification	No. of Posts	Category	Consolidated Pay
Finance & Accounts Officer (FAO)	<p><b>A) In case of direct recruitment for the post of FAO from open market :</b></p> <p>a) i) Hons. Graduate/ Post Graduate in Commerce from any recognized University. ii) CA/ ICWA (Inter qualified) is desirable. iii) Possessing Certificate course in Financial Accounting Software.</p> <p>b) Experience: With at least 3 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) * Relaxation of age in case of SC/ST/OBC candidate is however applicable as per Govt. norms.</p> <p><b>B) In case of recruit by retired employee for the post of FAO:</b></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>	1 (One)	Unreserved	Rs. 20,061/-



**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 16<sup>th</sup> March, 2020.**

**2. Documents to be submitted with the application:**

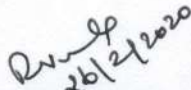
- a) Proof of citizenship (Voter ID Card/ AADHAR);
- b) Age proof (Birth certificate/ School Admit Card);
- c) Residential proof: AADHAR Card/ Voter Card/ Certificate from the concerned Municipal authority/ BDO.
- d) Proof in support of educational qualification/ professional qualification etc. like 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 Finance & Accounts Officer (FAO)**

Paste one self  
attested recent  
passport size  
Photograph

To  
The District Magistrate,  
Kalimpong.

Madam,

In response to your **Advertisement No.....**, I have learnt that you are going to recruit candidate for Finance & Accounts Officer (FAO) 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 01.01.2020):**



7. Sex (Male/ Female):

8. Category (SC/ST/OBC/General) :

9. Nationality:

10. Religion:

11. Academic Qualification: (From class-X onwards):

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

12. Professional/ Technical qualifications:

13. Work experience:

#### DECLARATION

“I solemnly declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of information being found suppressed/false/incorrect or if my ineligibility is detected my candidature/enrolment will stand cancelled.”

Place:

Date:

\_\_\_\_\_  
Full Signature of the applicant.