

**Government of West Bengal**  
**Office of the District Magistrate, Malda**  
**Rupashree Prakalpa, Malda**

**RECRUITMENT NOTICE UNDER RUPASHREE PRAKALPA, MALDA 2019**  
**(Contractual Basis)**

Online applications are hereby invited from Indian Citizens and willing candidates (**since the posts are district specific, applicants must be permanent residents of the concerned District**) through the district website <http://www.malda.nic.in/www.malda.gov.in> for engagement to various Contractual Posts under District Project Management Unit, Malda for Rupashree Prakalpa in Malda District in accordance with Notification No. **955-SW/O/RP-02/2019, 956-SW/O/RP-02/2019, 957-SW/O/RP-02/2019 dated 15.02.2019 of the Women Development and Social Welfare Department, Government of West Bengal.**

1. Selection is to be made on merit basis for candidates meeting the qualifications given below through Written Examination followed by Computer Test & Personal Interview to be communicated in due course.

SL NO	Name of the Post & Qualification	No of Vacancy	Category wise vacancy position	Job Responsibility	Age as on 01-01-2019	Remuneration per month (Rs.)
1	<b>Accountant (DPMU &amp; Sub-Division)</b> <b>On yearly contract basis</b> *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 Spread Sheet, Tally and Presentation packages.*Minimum 3 years of working experience in any Government or Non-Government Organization.	03 (1 no. for DPMU & 2 nos. for Sub-Divisions)	S.C-01 U.R-02	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.	Not more than 40 years (and for retired government Employees upper age limit will be 64 years) as on 01.01.2019. Candidates Belonging to Scheduled Castes & Scheduled Tribes and Backward Classes shall be entitled to concession of five years and three years respectively over the prescribed age limit.	15,000/- (Consolidated) [For retired Government Employees it will be guided by Finance Department order no 10935-F(P) dated 05-12-2011.]

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SL NO	Name of the Post & Qualification	No of Vacancy	Category wise vacancy position	Job Responsibility	Age as on 01-01-2019	Remuneration per month (Rs.)
2	<p><b>Data Entry Operator (Sub Division &amp; Block)</b>  <b>On yearly contract basis</b></p> <p>*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 in Keyboard. *Minimum 1 year of working experience in any Government or Non-Government Organization.</p>	17 (Seventeen)	U.R - 06 ; U.R (Ex-Serviceman in Group-D post) - 02 ; U.R (Person with disability) - 01 ; S.C-03 ; S.C (Ex-Serviceman in group C post) - 01 ; S.T - 01 ; OBC (A) - 02; OBC (B)-01.	To do the work of data entry, report preparation and compilation etc.	Not more than 40 years as on 01.01.2019. Candidates Belonging to scheduled Castes & scheduled Tribes and Backward Classes shall be entitled to concession of five years and three years respectively over the prescribed age limit.	11,000/- (Consolidated)

**Mode of Selection & Other terms & Conditions:-**

- Any applicant can apply for one post only at a time i.e. either **Accountant or Data Entry Operator**.
- Candidates from SC/ST Communities will get age relaxation of 05 years and OBC community will get relaxation of age 03 years as applicable as per rule over the prescribed age limit.
- Engagement will be made purely on yearly contract basis.
- Separate Panel will be prepared for each Post in the ratio of 1 : 5. This panel shall be valid for one year only.
- For retired employee, upper age limit will be 64 years as on 01-01-2019 for the post of Accountant only.
- Qualification as stated in the table (Column No. 2) must be obtained by the candidate on or before the publication of the advertisement. If it is found during verification of testimonials at any stage that candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his/her candidature shall be summarily rejected.
- In case of regular / contractual employee NOC from current employer is required during viva voce
- Any type of canvassing/improper contact will result in immediate rejection of application.
- Candidates who have applied earlier successfully need not apply again.
- Candidates who have applied earlier but were rejected due to any reason, may now apply again.

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- Date of receipt of online applications : **21-06-2019** to **04-07-2019** up-to **23:59 hrs.**
- Date of downloading of Admit Cards : on and from **09-07-2019** up to **14-07-2019**
- Date of Written Exam : **14-07-2019 at 12-00 hrs.**
- Date of publication of result of written exam on website : **17-07-2019**
- Date of Computer Test and Viva Voce : **19-07-2019 and 20-07-2019**
- Any discrepancies found in original documents furnished at written test or during interview or in any subsequent stage will result in his/her candidature being summarily rejected.
- The Selection Committee has the sole right of rejecting any or all the applications.
- **Mode of Selection:** The written exam will be objective type & multiple choice questions.  
The subjects and distribution of marks are as follows:

Name of Post	Subject	Allotted Marks
<b>Accountant</b>	<b>Written Examination:</b> GK, Current Affairs, General Mental Ability, Arithmetic, English and Accountancy	<b>50</b>
	Computer Test	<b>40</b>
	Viva Voce	<b>10</b>
<b>Data Entry Operator</b>	<b>Written Examination:</b> GK, Current Affairs, General Mental Ability, Arithmetic and English	<b>40</b>
	Computer Test	<b>50</b>
	Viva Voce	<b>10</b>

**Additional District Magistrate (SW) &  
Member Convenor,  
District Level Selection Committee,  
DPMU, Rupashree Prakalpa, Malda**

Memo. No        /DSW (MLD)

Dated:

**Copy forwarded for information to:**

1. The Joint Secretary to the Govt. of West Bengal, Department of WCD & SW, Bikash Bhavan, 10<sup>th</sup> floor, Salt Lake, Kolkata-700091.
2. The ADM (SW) and Member- Convener, DLSC, Malda.
3. The DNO, Rupashree and Member, DLSC, Malda.
4. The DSWO and Member, DLSC, Malda.
5. The DIO, NIC and Member, DLSC, Malda.
6. The DICO, Malda with the request for publication of the abridged version of the said Notice as enclosed in 2 local newspapers (one Bengali and one English).
7. The Deputy Director, Employment Exchange, Malda with the request to mass circulation (for the exempted category) of recruitment notice.
8. C.A to D.M., Malda for kind information of the District Magistrate, Malda.
9. C.A to A.D.M. (Gen), Malda for kind information of A.D.M.(Gen), Malda.
10. C.A to A.D.M. (Dev), Malda for kind information of A.D.M.(Dev), Malda.
11. The Secretary Ex-Serviceman Welfare Association, Malda with the request to effect mass circulation of recruitment notice among the Ex-Serviceman.

**Additional District Magistrate (SW) &  
Member Convenor,  
District Level Selection Committee,  
DPMU, Rupashree Prakalpa, Malda**