


NOTICE

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

[Advertisement No. DM/Estb./01 of 2020 dated 02.03.2020]

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 27.03.2020.


District Magistrate,
Cooch Behar
27/03/20

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	₹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.	₹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 in time.**
 - 5. Last date of submission of application: 27.03.2020 (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).**


For District Magistrate,
Cooch Behar