
GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, NADIA
DEVELOPMENT & PLANNING SECTION
KRISHNAGAR, NADIA

Phone : 03472-252891
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Memo. No. 236 / Dev.(MPLADS)

Dated : 9.02. /2017.

NOTICE

Walk in Interview for engagement to the post of 1(One) Accountant-cum- Data Entry Operator (Contractual) for MPLADS Cell under Development and Planning Section, Nadia, Office of the District Magistrate., Nadia will be held on 15/03/2017 from 10:30 A.M. in the Conference Hall, 3rd. Floor, Administrative Building, Nadia Collectorate, Krishnagar, Nadia. Reporting time for candidate will be 09:00 A.M. on 15/03/2017.

Sl. No.	Name of Post	No. of Post	Essential Qualification	Age (As on 01.01.2017)	Remuneration
01.	Accountant-cum-Data Entry Operator (Contractual)	01	Graduate in Commerce with Adequate Knowledge in Govt. Accounting Procedure & Data Entry Operation.	Not more than 40 years. The upper age limit is relaxable for SC & ST (upto 5 years), OBC (upto 3 years)	Rs. 25,000/- (Rupees. Twenty five thousand) only P.M.(Consolidate)

Documents to be produced:

- i) Birth Certificate / Admit Card of Madhyamik Examination as age proof
- ii) Mark sheet of Higher Secondary Examination (10+2) / equivalent.
- iii) Mark Sheet of graduation in Commerce
- iv) Voter ID Card / PAN / Aadhar Card / Driving license as identity proof
- v) 3 (three) copies of colour Passport size photograph out of which one shall be affixed on application form
- vi) Certificate of computer course for minimum 6 months from any recognized Institute
- vii) SC/ST/OBC certificate if age relaxation is claimed.

Candidates have to submit filled in application form prescribed and enclosed herewith this notice on the date of walk in interview.

Candidates have to produce original certificate / documents mentioned in point (i), (ii), (iii), (iv), (vi) above and submit one copy of self attested photocopy of each of above certificate / document duly stitched / stapled alongwith application form.

Selected candidate will have to enter into an agreement with District Authority.


The contractual engagement will be made with consolidated remuneration for one year but likely to be renewed on the basis of performance.

The post is created for maintenance of accounts related to Member of Parliament Local Area Development Scheme and the incumbents to be engaged has to take responsibility of maintaining accounts and up keepment of necessary books of records including assignments allotted time to time by the District Authority.

Preference may be given to candidates having previous work experience in similar line.

No T.A /D.A. shall be admissible for attending the walk in interview.

Decision of the Selection Committee will be final.


08/02/17
Additional District Magistrate (Dev.)
Nadia.

Annexure-I

Notice

Walk in Interview for engagement to the post of One Accountant-cum-Data Entry Operator on Contract basis (for One Year) for the office of the District Magistrate, Nadia (Development & Planning Section) would be held on 15/03/2017 from 09:00 A.M. in the Conference Hall, 3rd Floor, Administrative Building, Nadia Collectorate, Krishnagar, Nadia. For details log on www.nadia.nic.in


08/02/17
Additional District Magistrate (Dev.),
Nadia.



Application for Accountant-cum-Data Entry Operator (ADEO) for MPLADS Cell

Reference Notification No. _____

To,
The District Magistrate, Nadia.
Krishnagar

Sir,

I beg to apply for the post of ADEO of MPLADS Cell, Development and Planning Section, Nadia.

My particulars are furnished below :

- 1) Full Name (in Block Letter) :
- 2) Name of Father / Husband :
- 3) Date of Birth :
- 4) Sex :
- 5) Nationality :
- 6) Present Address :
- 7) Permanent Address :
- 8) SC / ST / OBC :
- 9) Physically handicapped (Yes / No)
- 10) Educational qualification :

Sl. No.	Name of the Examination	Total Marks	Marks obtained	% of marks obtained.
1	Madhyamik			
2	Higher Secondary (10+2)			
3	Graduation Level			

- 11) Computer application certificate : Yes / No.
- 12) If Yes, details of certificates.
- 13) Experience, if any :

Declaration

I, Sri / Smt. _____ hereby declare that

- a) all statements made in this application are true, complete & correct to the best of my knowledge and belief & in the event of any information being found false, my candidature is liable to be cancelled.
- b) (only for candidates engaged under Govt. / PSU), I have obtained no objection certificate from my authority in written.

*(Strike out the portion (c), if not applicable.

Yours faithfully,

Date :

Place:

Enclosure :

- i. Admit Card Madhyamik for age proof.
- ii. Mark Sheets of all qualifications up to Graduate level
- iii. Certificate of Computer Application
- iv. Experience certificate in computer related work
- v. SC/ ST / OBC Certificate.

(Signature of the Applicant)