

Advertisement No. 2276/SSM

Dated : 07.10.2013

Advertisement for filling up the post of Block Accountant for 8 Blocks of Nadia District is stated below :-

SINo	Name of Block	Number of Vacant Post
1	CHAPRA	1
2	KRISHNAGANJ	1
3	NAKASHIPARA	1
4	NABADWIP	1
5	RANAGHAT-I	1
6	KARIMPUR-I	1
7	TEHATTA-I	1
8	HARINGHATA	1

Applications are invited from candidates for filling up the post of Block Accountant on contractual basis in the above mentioned blocks under District Project Office, Sarva Siksha Mission, Nadia.

Educational Qualification : B.Com (Hons) from recognized University on regular course. However, candidate with higher qualification of M.Com./Inter C.A/Inter ICWA will be given weightage.

Computer Knowledge : At least completed certificate course in Computer covering MS Office and Tally Accounting Package (Latest Version).

Experience : At least two years in Accounting and Audit Job in Govt./any organization/firm of repute or in any Govt sponsored project having computer environment.

Age : Minimum age is 21 years and maximum is 37 years as on 1st October'2013 but in case of retired Govt. employees up to 62 years as on 1st October'2013.

Selected candidate for the District Nadia will be posted in a CLRC situated in the respective block and their jurisdiction of work will cover the schools within the said block. They will visit schools for at least 15 days in each month and will be accountable to Circle Project Co-ordinator of the CLRC and they will visit the schools as per arrangements to be decided by the authorities.

The applicant can apply for one block only and must be resident of the concerned district. The applicant shall submit a declaration and give an undertaking that "I have applied for one block only i.e for _____ block and in the event it is found I have applied for more than one block my candidature is liable for cancellation".

If for any block the no. of applicants exceeds ten, then ten applicants having the requisite qualification and experience will be screened and short listed on the basis of marks obtained in B Com (Hons) only.

They will be called to appear for computer efficiency test and on evaluation of qualifications, experience and computer efficiency test maximum three candidates per vacancy will be called for interview and then the panel of three will be published but the said panel will be treated as cancelled as soon as the post is filled up.

Ten candidates screened on the basis of B Com (Hons) marks for each block will be allowed weightage for higher qualification if any of M Com/ Inter C A/Inter ICWA.

Applicant is requested to apply to the District Project Officer, Sarva Siksha Mission, Nadia in prescribed proforma along with all copies of documents duly self attested and with a recent color photograph duly self attested and pasted in proper place of the application.

Additional Guidelines to be followed by the applicants:-

- a) There is only ONE post per BLOCK. For Nadia, there are 8(Eight) vacancies for 8(Eight) Blocks (Chapra, Krishnaganj, Nakashipara, Nabadwip, Ranaghat-I, Karimpur-I, Tehatta-I, Haringhata).
- b) Recruitment will be initially for one year on contractual basis and may be renewed further subject to maximum of three years or the winding up of the project whichever is earlier. A contractual agreement is to be entered into with the selected applicant. No selected person have any claim for permanent employment as this is purely a temporary assignment and will remain valid upto contractual period.
- c) The post carries a contractual consolidated remuneration of Rs. 12000/- (Rupees Twelve Thousand only) per month.
- d) Other terms will be as per rules and orders of Paschim Banga Sarva Siksha Mission.
- e) Self attested copies of all documents be attached in respect of educational qualifications, experience, computer certificate, residential proof, age proof, proof of retirement from Govt. Service in case of the applicant is a retired person. Voter ID or Ration Card or Passport or Employment Exchange Card (current renewed) or Residential Certificate issued by the Sub Divisional Officer will only be considered as residential proof.

- f) One recent passport size photograph self attested be pasted at proper place of the application proforma.
- g) All the original documents must be produced at the time of computer efficiency test before the DPO for verification otherwise the screened applicant will not be allowed to appear for the test.
- h) One Self Addressed empty Envelope affixed with postal stamp of Rs. 5/-(Rupees Five) only should be enclosed with the application.
- i) Eligible candidate list will be published in the District Website www.nadia.nic.in and all applicants are requested to check the list.
- j) Completed application addressed to "The District Project Office, Sarva Siksha Mission, Nadia, Old Zilla Parishad Dak Bunglaw (Opposite Rabindra Bhawan), PO : Krishnagar, District : Nadia, Pin Code : 741101" will be received through a drop box kept upto 4-00 p.m of 8th November'2013.


District Magistrate, Nadia &
District Project Director, SSM, Nadia

APPLICATION FOR THE POST OF BLOCK ACCOUNTANT
Under NADIA District Project Office, SSM

Recent self
attested color
photograph be
pasted

1. Name of Applicant :
2. Father's name :
3. Residential Address :
4. Block for which applying :
5. Date of Birth :
6. If a retired Govt. employee
The date of retirement :
7. Length of Experience
(Specify Details) :
8. Whether holding computer
Efficiency certificate
(MS Office and Tally) :
9. Educational Qualifications :

Exam passed	University/Board	Year	Total Marks of exam (for Hons. Marks only)	Marks Obtained
B.Com(Hons)				
H.S or equivalent				
Madhyamik or equivalent				
M.Com/Inter CA/ Inter ICWA				

10. Language Known : Can Speak-
Can Write-
Can read-

11. Any other information :

Declaration: I have applied for one block only i.e for _____ block and in the event it is found I have applied for more than one block my candidature is liable for cancellation.

Date :

Signature of the applicant