

Recruitment Norms and Process for Block MIS Coordinators in PBSSM

1. Educational Qualifications : BCA or Equivalent Degree / BSC in Computer Science / Graduate with DOEACC 'A' Level from a recognized University / Institution as a regular student.
2. Computer Knowledge : Will have to sit for a practical test on MS Office and Oracle.
3. Experience : One year in a related field.
4. Method of Screening : Ten Candidates for each vacancy on the basis of marks obtained in Bachelors Degree only.
5. Method of Selection : On the basis of the marks obtained in the Bachelors Degree Examination, the highest scoring candidates @ 10 per vacancy (for each block / urban unit) available will be screened. Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner:

Sl. No.		Selection	Marks	Total	Remarks
1.	Academic	1. Madhyamik 2. Higher Secondary 3. Bachelors' Degree	5 5 10	20	Marks should be awarded proportionately to the percentage (%) of marks obtained in the respective examinations.
2.	Practical	1. MS Office 2. Oracle	10 15	25	Candidates who do not score at least 50% in both the practical computer tests individually will be disqualified.
3.	Interview : Only 3 Candidates per vacancy will be called			5	
Grand Total				50	

6. Age : Minimum 21 years and maximum 35 years on 1st January 2013
7. The applicant MUST be a resident of the concerned district. Proof of residential status of the district must be submitted (Copy of Voter ID / Ration Card / Passport / Employment Exchange Card (Most Recent) / Residential Certificate issued by the Sub Divisional Officer will only be considered).
8. Each applicant can apply for one block / urban unit only. (An undertaking in the form "I have applied for one block / urban unit viz. ----- and if it is later found that I have submitted applications for more than one urban unit, my candidature is liable to be cancelled").
9. Screening should first be done on the basis of minimum requirement i.e., Bachelors Degree, experience of at least one year. The assistance of the district NIC office, or SPO in the case of Kolkata, will be taken for the conduct of the computer efficiency tests (MS Office and Tally).
10. After considering the minimum criteria, number of candidates for each block / urban unit i.e., for each post should be screened (maximum ten candidates per Block / urban unit) on the basis of marks obtained at the Bachelor Degree only.



Recruitment Norms and Process for Block Data Entry Operators in PBSSM

1. Educational Qualifications : Higher Secondary / 12th Standard Passes in any stream from a recognized Board with at least 50% marks as a regular student.
2. Computer Knowledge : Computer Typing Speed words per minute – English and Bangla – 30
Knowledge of Windows 98 / XP, MS Office Package, Pagemaker, Bengali Software.
3. Method of Screening : Ten Candidates for each vacancy on the basis of marks obtained in Higher Secondary Examination only.
4. Method of Selection : On the basis of the marks obtained in the Higher Secondary Examination, the highest scoring candidates @ 10 per vacancy (for each block / urban unit) available will be screened. Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner:

Sl. No.	Academic	Selection	Marks	Total	Remarks
1.	Academic	1. Madhyamik 2. Higher Secondary	5 15	20	Marks should be awarded proportionately to the percentage (%) of marks obtained in the respective examinations.
2.	Practical	MS Office (1) Excel (2) Word (3) Power Point (4) Typing (Bengali) (5) Typing (English)	25	25	5 marks each – Candidates who do not get 50% in each component will be disqualified
3.	Interview : Only 3 Candidates per vacancy will be called			5	
Grand Total				50	

5. Age : Minimum 21 years and maximum 35 years on 1st January 2013
6. The applicant MUST be a resident of the concerned district. Proof of residential status of the district must be submitted (Copy of Voter ID / Ration Card / Passport / Employment Exchange Card (Most Recent) / Residential Certificate issued by the Sub Divisional Officer will only be considered).
7. Each applicant can apply for one block / urban unit only. (An undertaking in the form "I have applied for one block / urban unit viz. ----- and if it is later found that I have submitted applications for more than one urban unit, my candidature is liable to be cancelled").
8. Screening should first be done on the basis of minimum requirement i.e., Higher Secondary Examination or its equivalent and Certificate for computer training covering MS Office. The assistance of the district NIC office, or SPO in the case of Kolkata, will be taken for the conduct of the computer efficiency tests (MS Office and typing speed test).
9. After considering the minimum criteria, number of candidates for each block / urban unit i.e., for each post should be screened (maximum ten candidates per Block / urban unit) on the basis of marks obtained at Higher Secondary Examination only.



APPLICATION FOR THE POST OF BLOCK/ULRC MIS CO-ORDINATOR/ DATA ENTRY OPERTOR under -----(Name of the district) District

Project Office, SSM

1. Name of applicant :

2. Father's / Husband's name :

3. Residential Address :

4. Post for which applying :

5. Block/ULRC for which applying :

6. Date of Birth :

7. Length of Experience :

(Specify details- enclose self attested documents)

8. a) Educational Qualification:

Examination Passed	University/Board	Year	Total Marks	Marks obtained	Percentage of Marks
Madhymik or Equivalent					
H.S or Equivalent					
BCA or Equivalent/ B.Sc in Computer /Graduate with DOEACC 'A' level [Applicable for the post of MIS Coordinator only]					

b) Computer Knowledge:

9. Languages Known:

a) Can Speak:

b) Can Write:

c) Can read :

10. Any Other information:

Declaration: The above statement are true to the best of my knowledge and I have applied only for one Block /ULRC in the State and have applied only in the district of which I am a resident and at any time if it is found that I have applied for more than one Block /ULRC my candidature is liable to be cancelled.

Date:

Signature of the Applicant.

Note: 1. Application is to be submitted to the respective District Project Offices, Sarva Shiksha Mission either by hand or by post so as to reach him on or before 24/12/2013.

2. Please enclose a self addressed envelop with requisite postage stamps and one extra passport size photograph.

Affix a recent passport size photograph duly signed by the candidate only