

Government of West Bengal  
Office of the District Magistrate  
Social Welfare Section  
Krishnanagar, Nadia

Memo No 60/SWA

Date 21-01-2014

Notice

Applications are invited for different posts(Contractual) under Kanyashree prokolpo in the district of Nadia. Applications to be addressed to the District Magistrate Nadia and to be dropped in the dropped box which will be kept at the DSWO section in the Collectorate building, Krishnanagar. Application may be made in plain paper and last date of submitting the same in the drop box is on 14 th February 2014. Only eligible candidates would be called for written test /type test/viva voce.

Name of the Post-Accountant

No of vacancy -1(one)

Age- (As on 1.1.2014) not less than 18 and not more than 37 years.

Essential qualification& Experience:-Commerce Graduate with Accountancy (Hons). Certificate in computer application from a reputed and recognized institute and ability to work in MS and office packages. Working knowledge of spread sheet , Tally and presentation packages.

Desirable- Minimum three years of working experience.

Job Responsibility:- Overall responsibility of Accounts for District Project Management Unit.

Salary- Rs 15000/- per month (consolidated)

Tenure of service:- 3 (three) years on contract.

2) Accounts-cum Data Manager:

No of vacancy -2(two)

Age- (As on 1.1.2014) not less than 18 and not more than 37 years.

Essential qualification& Experience:-Commerce Graduate . Certificate in computer application from a reputed and recognized institute and ability to work in MS office .

Desirable- Minimum one year of working experience.

Job Responsibility:- Maintenance of Accounts.

Salary- Rs 12000/- per month (consolidated)

Tenure of service:- 3 (three) years on contract.

3) Data Manager:-17 for each Development Block  
1 each for 4 SubDivision

Age- (As on 1.1.2014) not less than 18 and not more than 37 years.

Essential qualification& Experience:-Graduate in any discipline . Certificate in computer application from a reputed and recognized institute.

Desirable- Minimum one year of working experience.

Job Responsibility:- Maintain data entry operation.

Salary- Rs 11000/- per month (consolidated)

Tenure of service:- 3 (three) years on contract.(The candidate should be from the Subdivision/Block as applicable).

  
District Social Welfare Officer, Nadia

Copy forwarded for information to :-

- 1) The DICO for wide publicity including in news paper throughout the district.
- 2) The DIO NIC for uploading the notice in the district website.
- 3) The PA to ADM(D).
- 4) The PA to the DM

  
District Social Welfare Officer, Nadia