

**Office of the Project Director
Agricultural Technology Management Agency (ATMA),
Nadia District, Krishnagar**

Memo No. 56/ATMA/2016

Date: 20.7.2016

CONTRACTUAL EMPLOYMENT NOTICE

A centrally sponsored Scheme "Support to State Extension Programme for Extension Reforms" is an ongoing scheme are running in all Blocks of Nadia District, West Bengal. For successful implementation of this scheme and to fill-up the vacant posts, applications in plain paper are hereby invited from Indian Citizen well conversant in Bengali **purely on contractual basis** for different Offices of Nadia district for a period of **06(Six) months** subject to periodic evaluation of performance by the Authority concerned and pro-terminus with Project Period.

1. Name of the Post/Nos. of Post/ Distribution of posts/Desirable qualification and suggested experience:

Sl No.	Name of Post	Nos. of Post	Category of Posts	Desirable qualification and suggested experience
a.	Accountant cum Clerk	01 (one) no for District Level Office	Unreserved (UR)	Graduate preferably B.Com with Computer skill, Suggested Experience: Minimum Three years experience.
b.	Block Technology Manager	05 (Five) nos. for Blocks of Nadia District.	U.R. – 03 (Three) nos. S.C. – 01(One) no. S.T. – 01(One) no.	Graduate/ Post Graduate in Agriculture/Allied Sector or 04 years in Microbiology with computer skill, Suggested Experience: Two years field experience in Agri. Related Activities.
c.	Assistant Technology Manager	10 (Ten) nos. for Blocks of Nadia District.	U.R. – 05 (Five nos.) S.C. – 02 (Two) nos. S.T. – 01(One) no. O.B.C. – A: 01(One) no. O.B.C. – B: 01(One) no.	Graduate/ PG in Agri./ Horti / Economics/ Marketing/Veterinary Science/AHD/Fisheries or 03 years Graduate in Bio-Science with Botany and Zoology.

2. Age limit: Preferably below 45 years for all Posts, Candidates should be energetic having good health for the specified job.
3. Candidate should be well conversant in Bengali.
4. Duties:
 - a. Accountant cum clerk: ATMA related activities under overall supervision of District Authority.
 - b. Block Technology Manager: ATMA related activities under overall supervision of Block level Authority.
 - c. Assistant Technology Manager: ATMA related activities under overall supervision of Block level Authority.
5. Remuneration/ Honorarium: Consolidated Remuneration/ Honorarium & Operational Expense (Op. Exp.) for:
 - a. Accountant cum clerk: Rs.16,000/- (Consolidated)only per month.
 - b. Block Technology Manager: Remuneration @ Rs. 20000/- + Op. Exp. Rs. 5000/- (Total: Rupees Twenty Five Thousand) only per month.
 - c. Assistant Technology Manager: Remuneration @ Rs. 11000/= + Op. Exp. Rs. 4000/- (Total: Rupees Fifteen Thousand) only per month.
6. Duration of Contractual engagement: Purely on contractual basis for a **period of 06 (Six) months** subject to periodic evaluation of performance by the Authority concerned and pro-terminus with Project Period.
7. Existing reservation norms will be followed.
8. **Application in prescribed format along with all testimonials (Attested / Self – Attested copy) should be submitted to the Project Director, Agricultural Technology Management Agency (ATMA) Nadia** [in the Office of the Deputy Director of Agriculture (Administration), Nadia, Horticulture campus/ Company Bagan, near Panthotirtha, Krishnagar, Nadia] either by hand or by post **within 19.8.2016**.
9. Selection will be made on the basis of Written Test and / or interview as per discretion of the Authority which will be communicated in due course.

Sd/-
PROJECT DIRECTOR
Agriculture Technology Management Agency (ATMA)
Nadia, Krishnagar

APPLICATION FORMAT

FOR OFFICE USE ONLY	
APPLICATION NO.	RECEIVING DATE.....

To
The Project Director,
Agriculture Technology Management Agency (ATMA),
Nadia, Krishnagar

SPACE FOR RECENT SELF ATTESTED PASSPORT SIZE PHOTOGRAPH OF THE APPLICANT

Subject: Application for the Post of
..... on contractual basis under
centrally sponsored scheme "Support to State Extension Programmes for Extension Reforms" for Nadia district.

Sir,
I, S/O.....
VILLAGE..... P.O., P.S.,
DIST..... STATE..... PIN.....
WOULD LIKE TO OFFER MYSELF AS A CANDIDATE FOR THE POST OF
..... ON CONTRACTUAL BASIS FOR NOT EXCEEDING SIX MONTHS
UNDER THE SCHEME SUPPORT TO STATE EXTENSION PROGRAMMES FOR EXTENSION REFORMS.
MY BIO-DATA AND ALL INFORMATION ARE STATED BELOW:-

1.NAME (IN CAPITAL LETTER)				
2.FATHER'S NAME (IN CAPITAL LETTER)				
3.VILLAGE/PARA/STREET (IN CAPITAL LETTER)				
4.GRAM PANCHAYET/MUNICIPALITY (IN CAPITAL LETTER)				
5.POST OFFICE (IN CAPITAL LETTER)				PIN CODE:
6.POLICE STATION (IN CAPITAL LETTER)				
7.DISTRICT (IN CAPITAL LETTER)				STATE:
8.EDUCATIONAL QUALIFICATION	EXAMINATION PASSED	YEAR OF PASSING	MARKES OBTAINED	% OF MARKS
9. COMPUTER KNOWLEDGE (DIPLOMA/CERTIFICATE etc.)				
10.NATIONALITY(EPIC OR ADHAR CARD AS PROOF)				
11.GENERAL/SC/ST/OBC/PHYSICALLY HANDICAPPED				
12.DATE OF BIRTH (ADMIT OR BIRTH CERTIFICATE AS PROOF)				
13.AGE AS ON 01/07/2016				
14.MOBILE PHONE NUMBER				
15.E-MAIL ADDRESS IF ANY				

*Attested /Self – attested copies are required for Sl. No. 8, 9, 10,11 & 12.

I,, S/W/D OF.....
..... DECLARE THAT ALL THE INFORMATION GIVEN ABOVE (IN THE APPLICATION FORM) ARE TRUE TO THE BEST OF MY KNOWELDGE AND BELIEF. I SHALL ABIDE BY ALL THE GOVT. RULES, REGULATION AND ORDER AS WELL AS INSTRUCTION OF THE AUTHORITY CONCERNED. I SHALL NOT CLAIM ANY TYPE OF EMPLOYMENT ON TERMINATION OF TENURE.

ENCLOSURES:

- 1.
- 2.
- 3.
- 4.
- 5.

FULL SIGNATURE OF THE APPLICANT WITH DATE

ACKNOWLEDGEMENT COPY

RECIEVED AN APPLICATION FROM SRI/SMT.
S/D/W/O..... VILLAGE.....
P.O P.S. DIST.....
FOR THE POST OF ACCOUNTANT CUM CLERK/BLOCK TECHNOLOGY MANAGER/ ASSISTANT TECHNOLOGY MANAGER (Please tick the appropriate post) UNDER THE SCHEME SUPPORT TO STATE EXTENSION PROGRAMMES FOR EXTENSION REFORMS FOR NADIA DISTRICT.

SIGNATURE OF THE RECIEVIENG OFFICER WITH DATE
SEAL