



Government of West Bengal
Office of the District Magistrate: Darjeeling
District Project Management Unit, Rupashree Prakalpa

Notification

Memo No: III/DPMU/DJ/19-20

Date: 12-03-2020

Applications in prescribed format are invited from the permanent resident of Darjeeling 3 Hill Sub- Division eligible for the following posts on purely contractual basis in the District Project Management Unit, Rupashree Prakalpa for Darjeeling 3 Hill Sub-Divisions. Eligible candidates shall be required to apply on or before the closing date i.e., 17th April 2020 in the prescribed application format so as to reach within the specified date.

Sl. No.	Name of the Post	No. of Vacancy	Age as on 01-01-2020	Essential Qualification	Desirable Experience	Consolidated Pay
1.	Accountant	03 [01-UR(General), 01- SC, 01-ST]	18-40 years	<ul style="list-style-type: none">• Commerce Graduate with Honours• Working Knowledge of Computer and ability to work in MS office	3 Years Working Experience	Rs. 15,000/- per month
2.	Data Entry Operator	03 [01- UR (General), 01-SC, 01-OBC]	18-40 years	<ul style="list-style-type: none">• Graduate in any Discipline• Working knowledge of Computer MS office Package and must have typing speed 30wpm	1 year Working Experience	Rs. 11,000/- Per month


Terms and Conditions:

1. The posts are purely temporary and contractual initially appointed will be made for 1 year. However the service may be terminated within the month notice from either side without any reason.
2. Works related to Rupashree Prakalpa and other official work assigned from time to time to be performed as normal duty.
3. Applications should be medically fit.
4. Selection will be made through Written Examination, Computer test and Viva-voce test. Thus, the final merit list will be prepared on the basis of total marks obtained in the Written Examination, Computer test and Viva-voce test.
5. Applications are only accepted from candidates residing under Darjeeling 3 Hill Sub-Divisions.
6. Candidates from SC, ST communities will get age relaxation of 5 years and OBC community will get relaxation of age 03 years applicable as per rule over the prescribed age limit.
7. Selected candidates shall perform their duties anywhere in Darjeeling 3 Hill Sub-Divisions.
8. The short-listed candidates for viva-voce should bring the documents in original and self-attested photocopies.
9. **How to apply:** the candidates should apply in prescribed application format attached with this notification and submit in the assigned drop box for the separate post at office of District Magistrate, Darjeeling, Lebong Cart Road (Kanyashree Cell) DPMU within the last date of submission of application by hand/by post.

Documents to be submitted with Application form: (Self Attested Photocopy)

- a) Age proof: M. dhyamik Admit Card/Birth Certificate.
- b) Residential Proof: Voter Card/Aadhar Card/Ration Card/Gas Book/Electric Bill.
- c) Academic & Computer Qualification: Self attested copy of Academic & Computer qualification for the post as mentioned.
- d) Certificate of Caste: Self attested copy of caste certificate from appropriate authority as mentioned.
- e) Experience Certificate: Self attested copy of experience certificate from appropriate authority as mentioned.
- f) Two Self addressed envelopes with requisite stamp are submitted with the application form.
- g) Two pass port size photo copies duly signed by the candidate.

Closing Date for the submission of Application: 17/04/2020.


District Magistrate & Chairperson
Selection Committee, DPMU
(Rupashree Prakalpa)

**APPLICATION FORM FOR CONTRACTUAL RECRUITMENT OF ACCOUNTANT/DATA ENTRY OPERATOR IN
RUPASHREE PRAKALPA UNDER DPMU, DARJEELING 3 HILL SUB-DIVISION**

(Form should be filled in with ball pointed pen in own handwriting. Incomplete form without attached documents and form not delivered in due mandate time are liable to rejection)

In reference to the Notice vide Memo No.111/DPMU/DJ/19-20 dated 12/03/2020; I am willing to apply for the same and my details particulars are given below.

Recent Colored
passport size
photograph to be
pasted and duly
signed by the
Applicant.

Post Applied for: _____

1. Applicant's Name _____

(In Block Letters)

2. Date of Birth: ___/___/___ Age as on 01/01/2020: (D) ___ (M) ___ (Y) ___

3. Gender (Male/Female/3rd Gender): _____ Martial Status: _____

4. Father's/Husband's Name: _____

5. A) Category (SC/ST/OBC/GEN): _____

B) Whether physically handicapped: YES NO

6. Address for Correspondence: Village/Street _____

P.O. _____ P.S. _____

Dist. _____ Pin _____

7. Permanent Address: Village/Street _____

P.O. _____ P.S. _____

Dist. _____ Pin _____

Tel No. (with STD Code): _____ Mobile _____ Email Id _____

8. Educational Qualifications:

Exams Passed	Board/University	Subjects	Year of Passing	Division	% Marks

9. Details of Work Experiences:

Sl. No.	Name of the Organization/Institution	Post	Period (from-to)

10. Details of Computer Knowledge/Qualifications:

Exams Passed	Institution/University	Subjects	Year of Passing	Division	% Marks/Grade

Enclose Self-Attested photocopies of all proofs in respect of Sl. No. 01 to 10 (except 1, 3 & 4) must be attached.

"I hereby declare that all the statements made by me in the application are true, correct and complete to the best of my knowledge and belief. I also declare that in case my statement found false or incorrect during any stage of recruitment and thereafter, I shall abide by the decision of the Authority including cancellation of my candidature or appointment under the extant of rules."

DATE:

PLACE:

Full Signature of the applicant