

Government of West Bengal
Office of the District Magistrate & Collector, Hooghly
P.O & P.S – Chinsurah, Dist. – Hooghly, PIN – 712101
(Social Welfare Section)

EMPLOYMENT NOTICE
2020

No: 119 /SW-Hug

Dated: 15/01/2020

In connection with Recruitment Notification No. 447/SW-Hug Dated:- 08/03/2019, 18 (Eighteen) Data Entry Operators and 4 (Four) Accountants are recruited. Applications are invited from eligible candidates for engagement of following staff as given in the table, purely on contractual basis in District Project Management Unit (DPMU), Hooghly, Sub-Division and Block Office under **Rupashree Prakalpa**.

Sl. No.	Name of the post	No. of vacancy	Age (Yrs. as on 01.01.2020)	Residential status	Essential qualification and experience	Salary (Consolidated per month)	Tenure of service	Job responsibility
01.	Accountant	01 (ST-01)	Not more than 40 Years (For retired government employees upper age limit will be 64 years. Candidates belonging to SC & ST and Backward classes shall be entitled to concession of five years and three years over the prescribed age limit respectively.)	Candidate must be permanent resident of Hooghly District	1.Commerce Graduate with Honours, 2.Working knowledge of computer and ability to work in MS-Office packages (MS-Word, MS-Excel, MS Power Point), 3.Working knowledge of Spread Sheet, Tally and Presentation Packages, 4. Minimum 3(Three) years of working experience in any Government or Non-Government Organization.	15,000/-	On yearly contract	Overall responsibility of maintaining accounts for District Project Management Unit (DPMU) and/or Sub-Divisions, preparation of Reports, compilation, forecast, analysis of various data etc.
02.	Data Entry Operator	05 SC-02,ST-01,OBC-A-02)	Not more than 40 Years (Candidates belonging to SC & ST and Backward classes shall be entitled to concession of five years and three years over the prescribed age limit respectively.)	Candidate must be permanent resident of Hooghly District	1. Graduate in any Discipline 2.Working Knowledge of Computer and ability to work in MS-Office Packages (MS-Word, MS-Excel, MS-Power Point). 3. Must have typing speed 30 wpm. 4. Minimum 1(One) year of working experience in any Government or Non-Government Organization.	11,000/-	On yearly contract	To do the work of data entry, report preparation and compilation etc.

General guideline

- The candidate can apply in one of the post. If anybody found to have submitted the application two posts the application received first shall be entertained.
- Scanned recent passport size photograph and scanned signature of the candidate should be uploaded with application form.
- Only shortlisted candidates will be asked to produce all relevant original certificates along with the self-attested photo copies for verification at the time of viva voce, failing which their candidature will be rejected without any further communication.
- The final merit list will be prepared on the basis of total marks obtained in the Written Examination, Computer Test and the Personality Test. Candidature of the applicants who failed to appear in any of the tests shall be liable to be cancelled.
- Online application form will be available from 27/01/2020 to 10/02/2020 in the district website i.e. www.hooghly.gov.in
- Closing date for submission of application through on line: 10/02/2020 up to 5.30 PM.

Generation of admit card

Admit card for Written/Computer Test with date, time and venue shall be available from District Website www.hooghly.gov.in. The date of downloading Admit Card and the date of examination will be notified in the District Website latter on. Applicants are requested to follow the district website on regular basis. Downloaded admit card will have to be produced on the date of the examination.

Grounds of rejection of application form

- Applications received through online only shall be entertained. No application will be received after 5.30 p.m. of the last date i.e. 10/02/2020.
- Application form without the scanned signature and scanned photograph of the applicant will be rejected.
- Application incomplete in any respect will also be rejected.
- If it is found during verification of testimonial at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his / her candidature will summarily be rejected.

Syllabus for Written Test and others (Standard as per essential qualification)

For Accountant of District Head Quarter	For Data Entry Operator of Sub-Divisions and Blocks.
Written Test comprising of General Knowledge & Current Affairs, General Mental Ability, Arithmetic, English and Accountancy - 50 marks, Computer Test - 40 marks, Personality Test - 10 marks.	Written Test comprising of General Knowledge & Current Affairs, General Mental Ability, Arithmetic and English - 40 marks, Computer Test - 50 marks, Personality Test -10 marks.

Note (If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with this, notification will be brought to the notice of candidates in manner as decided by the Selection Committee).

du 15/01/20
Additional District Magistrate (Dev.),
Hooghly

Memo No. 119/1(3)/SW-Hug

Date:- 15/01/2020

Copy forwarded for kind information to:-

- 1) The Secretary to the Govt. of West Bengal, WCD & SW Department, Bikash Bhaban, Salt Lake City Kolkata-91.
- 2) The Joint Secretary to the Govt. of West Bengal, WCD & SW Department, Bikash Bhaban, Salt Lake City Kolkata-91, with a request to arrange for publication in the Department's website (www.wbwdcdsw.gov.in).
- 3) The Director of Information, Govt. of West Bengal, Nabanna, HRBC Building, 9th Floor, Howrah-711102 with a request to arrange for publication in the "Egiye Bangla" website.

du 15/01/20
Additional District Magistrate (Dev.),
Hooghly

Memo No. 119/2(24)/SW-Hug

Date:- 15/01/2020

Copy forwarded for information & with a request to publish in the Office Notice Board to:-

- 1-4) All Sub-Divisional Officers, Hooghly.
- 5) District Informatics Officer, NIC, Hooghly with a request to publish in District Website (i.e. www.hooghly.gov.in).
- 6) Nazareth Deputy Collector, Hooghly.
- 7-24) All Block Development Officers, Hooghly.

du 15/01/20
Additional District Magistrate (Dev.),
Hooghly