



OFFICE OF THE DISTRICT PROJECT DIRECTOR
SARVA SHIKSHA MISSION HOWRAH
Old Collectorate, Annex Building (1st Floor)
1, Rishi Bankim Chandra Road
Howrah – 711 101

Eligibility Criteria for recruitment in the temporary contractual vacant post of Block /
ULRC level MIS Coordinators and Data Entry Operators

1) MIS Co-ordinator

- a) **Educational Qualification:** BCA or Equivalent degree / B.Sc in Computer Science / Graduate with DOEACC "A" level from any recognized University / Institution as a regular student. Also candidate having qualification B.Tech (IT)/ BE (IT)/ Bachelor in IT/ B. Tech (Engineering in IT)/ B.Tech (Electronics and Communication Engineering)/ B.Tech (Computer science)/ B.Sc. (Major) in Computer Application are eligible.
- b) **Computer Knowledge** : MS Office and Oracle
- c) **Experience** : One year in related field
- d) **Remuneration** : Rs. 15,000/- per month consolidated

2) Data Entry Operator

- a) **Educational Qualification** : Higher Secondary / 12th Standard passed with 50% in any stream from a recognized board as a regular student.
- b) **Computer Knowledge** : Typing speed English and Bengali – 30 words per minute. Knowledge of Windows 98/XP, MS-Office Package, Pagemaker, Bengali Software
- c) **Remuneration** : Rs. 11,000/- per month consolidated

Age (For both the posts) : Minimum 21 years and Maximum 35 years as on 1st January, 2014. (i.e. Date of birth Not later than 01-01-1993 and not earlier than 01-01-1979)

Last date of submission of Application: 8/9/2014

Application will be received on all working days from 29/8/14 to 8/9/14 up to 3:00 p.m. No application will be accepted after 8/9/2014. Any application received after 8/9/2014 by hand or by any type of postal or courier service will be rejected.

Details of the vacant posts

Sl No	Name of Block / ULRC	Number of Block MIS Coordinator's vacant post	Number of Block Data Entry Operator's vacant post
1	Amta-I	1	0
2	Amta-II	1	1
3	Bagnan-I	1	1
4	Bagnan-II	1	0
5	Bally Jagacha	1	0
6	Domjur	1	1
7	J.B.Pur	1	0
8	Panchla	0	0
9	Sankrail	0	0
10	Shyampur-I	1	1
11	Shyampur-II	1	1
12	Uluberia-I	1	1
13	Uluberia-II	1	1
14	U.N.Pur	1	1
15	Bally ULRC	1	1
16	Sadar Central ULRC	0	1
17	Jagacha ULRC	1	1
18	Sadar East ULRC	1	1
	Total vacant post	15	12

Additional guidelines to be followed by the applicants:-

- (a) Name of the Block / ULRC where the candidate want to apply for has to be mentioned specifically against the sl no "5" of the application format.
- (b) The application will not be considered if the name of Block / ULRC is not mentioned, wrongly mentioned or name of more than one Block / ULRC is mentioned in the application format.
- (c) Self attested copies of all documents have to be attached in respect of educational qualifications (Marksheets), experience, computer knowledge, residential proof, age proof. Voter ID or Passport or Employment Exchange Card (current renewed) or Ration Card or Residential Certificate issued by the Sub Divisional Officer will only be considered as residential proof.
- (d) Appointment/ offer letter would never be treated as certification of candidate's experience.
- (e) One recent passport size photograph self attested has to be pasted at proper place of the application proforma.
- (f) Applications for Block MIS Coordinator post would not be considered if the candidate is not having Bachelors Degree in the prescribed subject as shown under recruitment norms, even if the candidate is having MCA Degree. Also Bachelors Degree, having through correspondence course, would not be considered as eligible qualification for the said post.
- (g) If any candidate has passed the HS exam with 50% marks in vocational course from recognized board or council is also eligible to apply for the Block Data Entry Operator post.
- (h) Applicant must be a resident of the Howrah district. Applications received from the resident of other district will not be considered for any post.

APPLICATION FOR THE POST OF BLOCK/ULRC MIS CO-ORDINATOR/ DATA ENTRY OPERATOR UNDER HOWRAH DISTRICT PROJECT OFFICE, SSM

1. Name of applicant :

2. Father's / Husband's name :

3. Residential Address :

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

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
Madhyamik 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. Language Know :

a) Can speak :

b) Can write :

e) 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 District Project Office, Sarva Shiksha Mission, Howrah either by hand or by post so as to reach him on or before 8/9/2014.
2. Please enclose a self addressed envelop with requisite postage stamps and one extra passport size photograph.

Annexure – I

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.	Academic	Selection	Marks	Total	Remarks
1.		1. Madhyamik	5	20	Marks should be awarded proportionately to the percentage (%) of marks obtained in the respective examinations.
		2. Higher Secondary	5		
		3. Bachelors' Degree	10		
2.	Practical	1. MS Office	10	25	Candidates who do not score at least 50% in both the practical computer tests individually will be disqualified
		2. Oracle	15		
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 2014
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 Oracle)
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.

Annexure – II

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.		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 2014
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.