NOTICE

Applications are invited from candidates for filling up the posts of Block Accountant on purely contractual basis in the mentioned below blocks under the District Project Office, Sarva Shiksha Mission, Purba Medinipur.

Advertisement for filling up the post of Block Accountant for sixteen educational Blocks as stated below:-

Sl. No.	Name of the Block
1	Bhagwanpur-I
2	Bhagwanpur-II
3	Chandipur
4	Contai-I
5	Egra-I
6	Egra-II
7	Haldia
8	Khejuri-I
9	Khejuri-II
10	Mahishadal
11	Moyna
12	Nandigram-II
13	Panskura
14	Patashpur-I
15	Sutahata
16	Contai-III

Applicants may apply if they have a B.Com (Hons.) degree under regular course from any recognized Indian University and hold of certificate of efficiency in Computer covering MS-Office and Tally Accounting system with at least two years experience in accounting and audit job in Govt./any organization / firm of repute or in any Govt sponsored project having computer environment.

Age should be from 21 years to less than 37 years as on 1st January, 2014. Retired Govt. employee having the above qualifications and experience and not more than 62 years of age as on 1st January, 2014 may also apply.

Selected candidate will be posted in a CLRC situated in the respective block and their jurisdiction of work will cover the schools within the said block. They will visit schools for at least 15 days in each month and will be accountable to Circle Project Co-ordinator of the CLRC.

The applicant can apply for one block only and must be resident within the district. The applicant shall submit a declaration and give an undertaking that "I have applied for one block only i.e. for_____block and in the event it is found I have applied for more than one block, my candidature is liable for cancellation".

If for any block, the no. of applicants exceeds ten, then ten applicants having the requisite qualification and experience will be screened and short listed on the basis of marks obtained in B Com (Hons.) only.
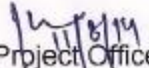
They will be called to appear for computer efficiency test and on evaluation of qualifications, experience and computer efficiency test maximum three candidate will be called for interview and then the panel of three will be published but the said panel will be treated as cancelled as soon as the post is filled up.

Ten Candidates screened on the basis of B Com (Hons.) marks for each block will be allowed weightage for higher qualification if any of M Com / Inter C A /Inter ICWA.

Applicant is required to apply to the District Project Officer, Sarva Siksha Mission, Purba Medinipur, Tamluk in prescribed proforma along with all copies of documents Tants duly self attested and with a recent colour photograph duly self attested and pasted in proper place of the application.

Additional guidelines to be followed by the applicants:-

(a) There is only ONE post for per BLOCK.

(b) Recruitment will be initially for one year on contractual basis and may be renewed further subject to maximum of three years or the winding up of the project whichever is earlier on the basis of satisfactory performances. A contractual agreement is to be entered into with the selected applicant. No selected person has any claim for permanent employment as this is purely a temporary assignment and will remain valid upto contractual period.

(c) The post carries a contractual consolidated remuneration of Rs.12000/-(twelve thousand) only per month.

(d) Other terms will be as per rules and orders of Paschim Banga Sarva Shiksha Mission.

(e) Self attested copies of all documents be attached in respect of educational qualifications ,experience certificates, computer certificate, residential proof, age proof, proof of retirement from Govt. Service in case of the applicant is a retired person. Voter ID or Passport or Employment Exchange Card (current renewed) or Residential Certificate issued by the Sub Divisional Officer will only be considered as residential proof. Without attachment of these certificates, candidature will be summarily cancelled.

(f) One recent passport size colour photograph self attested be pasted at proper place of the application proforma.

(g) All the original documents must be produced at the time of computer efficiency test before the District Project Officer for verification otherwise the screened applicant will not be allowed to appear for the test.

(h) **Completed applications will be received through drop box kept at the office of the District Projct Officer, Sarva Shiksha Mission, Purba Medinipur upto 4-00 p.m of 4th September,2014.**
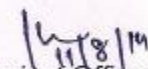
District Project Officer
Sarva Shiksha Mission
Purba Medinipur: : Tamluk

Memo No. : 564-A /Estt/SSM   Dated : 11·08·2014
Copy forwarded for information and requested to arrange for publish the notice in notice board to:

1. The Secretary, purba Medinipur Zilla Parishad.
2. The Chairman, DPSC, Purba Medinipur.
3. The Karmadhyaksha, Shiksha, Sanskriti, Tathya-O-Krira Sthayee Samity, Purba Medinipur Zilla Parishad.
4. The Sub-Divisional Officer (All), Purba Medinipur.
5. The District Inspector of Schools (S.E.), Purba Medinipur.
6. The District Inspector of Schools (P.E.), Purba Medinipur.
7. The District Information and Cultural Officer, Purba Medinipur.
8. The Block Development Officer (all), Purba Medinipur.
9. The DIO,NIC, Purba Medinipur with request to upload the notice in district website.
8. The Circle Project Co-ordinator (All), CLRC, Purba Medinipur.
9. C.A. to the Sabhadhipati, Purba Medinipur Zilla Parishad.
10. C.A. to the District Magistrate, Purba Medinipur
11. C.A. to the Additional District Magistrate (Dev.), Purba Medinipur.

District Project Officer
Sarva Shiksha Mission
Purba Medinipur: : Tamluk

Format of Application

To
The District Project Officer,
Sarva Shiksha Mission
Purba Medinipur :: Tamluk

Application for the Post of Block Accountant.

(a) Name (In Block letters) ....

(b) Father's / Husband's Name : ....

(c) Residential Address. :Vill:...

P.O:...

P.S:...

Block..

Dist:..

Phone No : ....

Mobile No. :...

E-mail (if any) :..

(d) Name of Block for which applying :...

(e) Date of Birth: ....

(f) If a retired Govt. employee, the date of retirement................................

(g) Length of Experience (Specify details)..

(h) Whether holding computer efficiency certificate (MS Office and Tally).................

(i) Academic qualifications :

Examination Passed	Name of Board/ Council/ University	Year of Pass	Total marks of examination.	Total marks obtained	% of marks obtained
Madhyamik or equivalent					
H.S. or equivalent					
B.Com.(Hons.)					
M.Com/Inter CA/Inter ICWA					

(j) Language known : Can Speak---
Can Write----
Can Read----

k) Any other information: ....

Declaration : I have applied for one block only i.e. for.................................... Block and in the event it is found I have applied for more than one block and any of the information is found false, my candidature is liable for cancellation.

_____

Signature of the Candidate with date