



**OFFICE OF THE DISTRICT MAGISTRATE
MURSHIDABAD
KANYASHREE PRAKALPA**

Memo No. **132** /SW(KP)/MSD/23

Date: **14/07/2023**

NOTIFICATION

In pursuance of Memo No. 3270-SW/3W-37/2013 dated 08/10/2013 and 3593(20)-SW dated 07/11/2013 of Department of WCD&SWD, Govt. of West Bengal and since some vacancies (as specified bellow) could not be filled up after the recruitment drive vide the earlier recruitment notice of 2014 of the undersigned, applications in prescribed format are now invited from **Indian citizens and permanent residents of Murshidabad District** for the following vacant posts on temporary and contractual basis in the District Project Management Unit (Kanyashree Prakalpa), Murshidabad for the implementation of Kanyashree Prakalpa. Eligible candidates shall be required to apply on or before the closing date i.e., **5 PM of 04/08/2023**. The relevant particulars like post, qualification, age limit, category of reservation, gender, monthly remuneration and anticipated vacancy position are stated in the following table. A candidate must go through the instruction thoroughly and carefully before submitting an application. Any omission/suppression of information shall lead to rejection of application or candidature at any point of time during the recruitment process without further intimation. The condition so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by District Level Selection Committee, DPMU (Kanyashree Prakalpa), Murshidabad. Existing employees of a Govt. body is required to submit NOC of the authority of his/her engagement.

TABLE : A

Sl No	Name of the post	Probable vacancy	Age (As on 01.01.2023)	Essential qualification	Other required qualification	Consolidated pay
01	Accountant	Total- 01 Unreserved	18 – 37 years	<ul style="list-style-type: none">• Commerce Graduate with Accountancy Honours• Certificate in Computer Applications from any reputed and recognized institute and ability to work in MS office packages.• Working Knowledge of Spread Sheet, tally and Presentation packages is also essential.	At least 3 (three) years of --work experience	Rs.15,000/- per month
02	Data Manager	Total- 08 Unreserved (Person with Disabilities)-1, OBC-A (E.C) – 1 Scheduled Tribe – 1 Scheduled Caste – 4 E.W.S. – (E.C) - 1	18 – 37 years	<ul style="list-style-type: none">• Graduate in any Discipline• Certificate in Computer Applications from any reputed and recognized institute and must have typing speed of 30 wpm	At least 1 (one) year of work experience	Rs.11,000/- per month

1. One candidate should apply for one category of post only.
2. Candidates from Sch. Castes/Sch. Tribes and Other Backward Classes will get relaxation of age 5(Five) years and 3(Three) years as applicable over the prescribed age limit, respectively. Physically challenged persons having requisite certificate issued from competent authority shall also get relaxation in age, if applicable as per Govt norms/guidelines.

3. Qualification as stated in the table must be possessed by the candidate on or before the date of publication of this advertisement. If it is found during verification of testimonials at any later stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his / her candidature shall be summarily rejected.

4. All columns of the application form are to be duly filled in.

5. In case of regular/contractual employee, NOC from current employer is required.

Mode of selection: The written examination will have objective type multiple choice questions. The subjects and the distribution of marks are as follows:

6. The short-listed candidates in the written examination will be called for appearing in computer test and Interview.

7. The final merit list will be prepared on the basis of total marks obtained in the Written Examination, Computer Test and the Interview.

8. The Selection committee, Murshidabad reserves the right to reject any application not properly filled in or received after due date.

9. Authority reserves the right to conduct the written test for all the posts on a single date.

10. Admission to the examination will be purely provisional subject to verification at any later stage. That is, candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearing in the examination.

11. The short-listed candidates for Interview shall bring the documents in original and self-attested photocopies (for submission) in respect of identity proof, academic qualification, caste certificate (if any), date of birth, certificate of knowledge in computer, experience certificate, etc. for verification.

12. No TA/DA will be provided to attend this examination.

13. How to apply:

a) The candidates shall apply in prescribed application format attached with this notification and shall submit the same by hand in the Drop box placed at Kanyashree DPMU office (Room No. 2, Kanyashree & Kanyashree Cell of Murshidabad Collectorate, New Building at Berhampore, Barrack Square, Murshidabad, PIN- 742101) or by post to Kanyashree DPMU office (Room No. 2, Kanyashree & Kanyashree Cell of Murshidabad Collectorate, New Building at Berhampore, Barrack Square, Murshidabad, PIN- 742101). **No applications will be entertained/ received after 5 PM of 04/08/2023.**

b) Documents to be submitted with the application form:

1. Age proof: Admit Card/Registration Certificate/Pass Certificate of Madhyamik Pariksha or recognized equivalent examination

2. Proof of Residence: Voter Card (EPIC)/Aadhar card/Ration Card.

3. Academic Qualification & Qualification in desired computer application: Self attested copy of Academic & relevant computer course certificates as specified in Table-A.

4. Exempted category (E.C.) certificate (if applicable): Self attested copy of Exempted category certificate.

5. Caste Certificate: Self attested copy of caste certificate received from an appropriate authority are required to be submitted (certificate issued outside of West Bengal will not be considered and candidates having such certificates shall be considered only for Unreserved vacancies)

6. Experience Certificate: Self attested copy of Experience certificate from appropriate authority.

7. Two self-addressed envelopes are required to be submitted with the application from.

8. Color passport sized self-attested photograph (not more than six months old): Candidates are required to submit color passport sized photograph of himself/ herself during submission of application form. At least 2 (two) other copies of this photos must be retained by the candidate with himself/herself for production at any later stage. The background of such photo should be white or off-white with candidate facing straight ahead. No shadow

should fall on the candidate's face. For religious reasons the applicant's head may be covered, but the entire face from chin to the top of the forehead must be uncovered and should be clearly visible. Eye glasses may be worn but in that case candidate's eyes shall be clearly visible. Wearing dark glasses is not acceptable unless the candidate is visually impaired. However, candidates claiming to be visually impaired must produce appropriate certificate in support of his/her claim. Also photographs showing candidates wearing hats or like will not be accepted.

CLOSING DATE FOR SUBMISSION OF APPLICATION: 04/08/2023 UP TO 5:00 PM

For further details and information relating to date of written examination, computer test and Interview please follow <https://murshidabad.gov.in/> . Relevant updates will be given there from time to time.

Name of Post	Subject	Allotted Marks
Accountant	Written Examination (1 hour and 30 minutes) Arithmetic:20, English: 20 General Awareness:10 General Intelligence:10 Accountancy:10	70
	Computer Test To verify working knowledge of spreadsheets, Tally and Presentation packages with ability to work in MS office	10
	Interview	20
Data Manager	Written Examination (1 hour and 30 minutes) Basic computer knowledge:30 Arithmetic: 10 English:10 General Awareness:10	60
	Computer Test Type test (30 wpm)	20
	Interview	20


District Magistrate & Chairman
Selection Committee, DPMU
Kanyashree Prkalpa,
Murshidabad

Memo No. 132 /SW(KP)/MSD/23

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Copy forwarded for kind information, necessary action and to publish same in the office Notice Board to: -

1. The Principal Secretary to the Govt. of West Bengal, WCD&SWD, Bikash Bhawan, Kolkata
2. The Special Secretary to the Govt. of West Bengal, WCD&SW, Bikash Bhawan, Kolkata
3. The Addl. District Magistrate (LR/Gen./Dev.), Murshidabad
4. The Addl. Executive Officer, Murshidabad Zilla Parishad
- 5-9. The Sub-Divisional Officer (All), Murshidabad
- 10-35. The Block Development Officer (All), Murshidabad
36. The Chief Medical Officer of Health, Murshidabad
37. The Officer-in-Charge, Kanyashree Prakalpa, Murshidabad
38. The District Social Welfare Officer, Murshidabad
39. The DIO, NIC, Murshidabad with a request to publish the notice at the website of Murshidabad District i.e. <https://murshidabad.gov.in>
40. The DICO, Murshidabad,
41. The District Employment Officer, Murshidabad, Berhampore
42. The CDPO (all), Murshidabad


District Magistrate & Chairman
Selection Committee, DPMU
Kanyashree Prakalpa,
Murshidabad.

APPLICATION FORM FOR CONTRACTUAL ENGAGEMENT OF ACCOUNTANT / DATA MANAGER IN KANYASHREE PARKALPA UNDER DPMU, MURSHIDABAD

(Form should be filled in with a blue/black ballpoint pen in own handwriting. Incomplete form without attached documents or form not delivered in due time is liable to be rejected)

In reference to the Notice vide **Memo No.132/SW(KP)/23 dated 14/07/2023**, I am willing to apply for the same and my details particulars are given below.

Recent coloured
passport size
Photograph (3.5
cm X 2.5 cm) 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 01/01/2023:** (D)____(M)____(Y)_____

3. **Gender (Male/Female):** _____ **Marital Status:** _____

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

5. **Category- [UR/UR (PWD)/OBC-A E.C./ST/SC/EWS – E C]:** _____

6. **Address for Correspondence:**

Village/Street	
P.O.	P.S.
Dist.	Pin
Mobile	Email

7. **Permanent Address:**

Village/Street	
P.O.	P.S.
Dist.	Pin
Mobile	Email

8. Educational Qualifications:

Exams. Passed	Board/University	Subjects	Year of Passing	Total Marks obtained	Results/Division	% Of Marks

9. Details of Work Experiences:

(Credential from Head of the office/organization should be enclosed with NOC from current employer)

Sl No	Name of the Organization/Institution	Key tasks assigned	Period (From-To)

10. Details of Qualifications in desired computer applications:

Exams. Passed	Institution/University	Subjects	Year of Passing	Total Marks obtained	Results/Division	% Of Marks

Self-attested photocopies of all proofs in respect of Sl. No. 01 to 10 (except 3) must be attached/enclosed.

"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 is 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 rules."

Date: _____

Place: _____

Full signature of the applicant