

**Office of the
District Magistrate, Murshidabad
&
District Project Director, SSM, Murshidabad.**

Notification No. 01/SSM/2014

Applications are invited for the following vacancies for DPO, SSM, Murshidabad and CLRC Offices on Consolidated Pay / Contract Basis for the eligible candidates as per terms & conditions of SSA for a period of **one year**:

Sl. No.	Name of the Vacant Post	No. of Vacancy	Required Qualification	Experience	Consolidate Monthly Remuneration
1	Pedagogy Co-coordinator (Fresh requirement)	01	Hons. Graduate / Post Graduate in any subject with at least 50% Marks and B.Ed. (1st Class) from any recognized University.	At least 2 years experience in the field of Education / Project work is compulsory	Rs. 18,401/-
	Pedagogy Co-coordinator (Retired Employees)		Retired District Inspector of Schools (D.I./s, A.D.I./s, A.I./s, Head Master / Head Mistress of the Secondary / HS School) may be engaged.		As per existing rules for retired employees.
2	Finance & Accounts Officer (Direct)	01	Hons. Graduate / Post Graduate in commerce from any recognized university along with CA/ICWA (Inter qualified) and possessing certificate course in Finance Accounting Software.	At least 3 years experience in the field of Finance Accounts and Audit in a reputed organization.	Rs. 20,061/-
	Finance & Accounts Officer (Retired Employees)		Thorough experience and knowledge in working as Accounts Officer or like in the Govt. offices with adequate exposure in computer Accounting.		As per existing rules for retired employees.
3	District Co-coordinator for CM & AS	1	Hons. Graduate / Post Graduate in Sociology / Social Work from any recognized University with at least 50% Marks and B.Ed. (with at least 55% Marks.	Minimum 1 year experience in the field of Mass / Community Education is desirable.	Rs. 18,401/-
4	Programme Co-coordinator (Pedagogy)	2	Hons. Graduate / Post Graduate in any subject with at least 50% Marks and B.Ed. At least 55% Marks from any recognized University.		Rs. 15,577/-
5	Data Entry Operator	1	a) H.S./12th Std. Passed in any stream from a recognized Board/council at least with 50% marks. b) Technical Skill:- Speed in computer typing English of 30 words per minute and in Bengali of 20 words per minute. C) Knowledge of Windows XP, MS Office, Page Maker, Bengali Software.		Rs. 13,419/-

Sl. No.	Name of the Vacant Post	No. of Vacancy	Required Qualification	Experience	Consolidate Monthly Remuneration
6	IE Assistant DEO	1	a) H.S./12th Std. Passed in Science stream from a recognized Board/council at least with 50% marks. b) Technical Skill: - Speed in computer typing English of 40 words per minute and in Bengali of 30 words per minute. C) Knowledge of Windows XP, MS Office, Page Maker, Oracle database and Bengali Software.	Desirable	Rs. 13,419/-
7	Block Level Account	14	a) B.Com (Hons) from recognized university on regular course whoever candidates with higher qualification of M-Com / Inter C.A. / Inter I.C.W.A. will be given weight age. B) Computer Knowledge at least completed Certificate Course in Computer covering MS Office and conversant with Tally Accounting Package (Latest version)	At least two years in account & Audit Job in Govt. / Any organization / Firm of repute or in any Govt. sponsored project having computer environment.	Rs. 12,000/-
8	CLRC Clerk	3	H. S. with at least 50% Marks with Basic Computer Knowledge in accounts work preferable.	At Least 1 year experience is desirable.	Rs. 11,261/-
9	CLRC Gr. D	4	a) At Least Class - VIII Pass from any recognized institution. B) Physically and Mentally Fit for mobility.		Rs. 8,770/-
10.	Cashier	1	a) Hons Graduate/Post Graduate in any subject from any recognized University with at least 50% marks.	Experience: - At least 2 years experience on Accounts/Audit/Finance/Office Work in a reputed organization.	Rs. 15,577/-
11	Junior Engineer (Block Level)	9	Diploma in Civil Engineering from any recognized institution.	At least 1 year experience is desirable.	Rs. 16,076/-

Necessary Information :-

- 1) Walk-in-interview for the engagement of posts under **Sl. No. 1 and 2** will be held on **05/02/2014** and **Sl. No. 3** on **06.02.2014** from **10:00 a.m.** in the **Conference Hall** of the **Administrative Building Berhampore, Murshidabad.**
- 2) Application for the post of **Sl. No. 4 to 11** will be taken from **18/01/2014 to 03/02/2014** during office hours (**excluding Saturday, Sunday & Holidays**) and Application Must be

submitted within **03/02/2014 up to 5 p.m.** super scribing the name of the post applied for on the top of the envelope.

- 3) Application along with full Bio-data in a enclosed proforma (including Photocopies of all testimonials) viz. Qualification, Experience, age proof, etc. is to be submitted for the post under **Sl. No. 5 - 11** to the **Office of the District Project Officer, Sarva Shiksha Mission, Murshidabad, New Administrative Building (Ground Floor), Berhampore, Murshidabad Pin – 742101** during the Office hours (**excluding Saturday, Sunday & holiday**). Application along with **attested copies of testimonials** for the post under **Sl. No. 1, 2 & 3** will be received for verification before the Selection Committee for the **Walk – In – Interview on 05/02/2014 & 06/02/2014 at 10:00 a.m.**
- 4) Incomplete application without photograph / without testimonials and **02 (two)** self addressed stamped (**Rs. 5/- each**) envelope is liable to be rejected. Applications sent / dropped at any place other than the District Project Office, Sarva Shiksha Mission Murshidabad will **not be considered**. Application will **not be received / entertained**, after the last date and time of submission, including the cases of postal delays. Application are also liable **to be rejected** for more than one post.
- 5) Only qualified, dynamic & hard working people capable of working in project mode and even beyond office hours and holidays should apply.
- 6) All the applicants, who will be eligible as per criteria and decision/s taken by the District Sarva Shiksha Mission Selection Committee, will be called for the Selection Test. Details of time and venue of selection test as per decision taken by the District Sarva Shiksha Mission Selection Committee, will be communicated to the eligible applicants in due course.
- 7) Mere submission of application for any post does not confer upon the applicant any right to be called for the selection test. The decision of the Selection Committee in this matter shall be final and binding upon all concerned.
- 8) For any other information, please log on www.murshidabad.gov.in or contact with the **District Project Office, SSM, Murshidabad at Administrative Building (Ground Floor), P.O. – Berhampore, Dist.- Murshidabad, Pin – 742101** on working days between **11:00 a.m. to 04:00 p.m.**
- 9) No TA/DA will be paid for any journey that may be under taken for this purpose.

⑩ Age:- Above 21 years and below 35 years as on 1.1.2014
For Rtd. employed below 62 years.
(For all posts)


Additional District Magistrate (SSM)
Murshidabad.

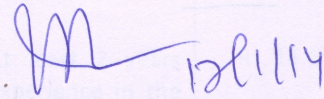
Memo. No. : 710/98/Gen/SSM/14

Date :- 17.01.14

Copy forwarded for kind information and taking necessary action for displaying in the office Notice Board to :-

- 1) The Superintendent of Police, Murshidabad.
- 2-5) The Sub-divisional Officer, Sadar / Kandi / Jangipur / Lalbagh / Domkal Sub-division.
- 6) The Chairman, Murshidabad District Primary School Council.
- 7) The Secretary Murshidabad Zilla Parishad.

- 8) The Nezarath Deputy Collector, Murshidabad.
- 9) The District Programme Officer, ICDS, Murshidabad.
- 10) The District Informatics Officer, NIC, Murshidabad Collectorate with a request to publish it in the District Website.
- 11) The District Information and Cultural Officer, Murshidabad.
- 12 -13) The District Inspector of Schools (SE / PE), Murshidabad.
- 14) The Station Master, Berhampore Court Station, Berhampore, Murshidabad.
- 15) The Head Post Master, Berhampore, Murshidabad.
- 16-51) The Block Development Officer (all), Murshidabad.
- 52) C. A. to the Sabhadhipati, Murshidabad Zilla Parishad.
- 53) C. A. to the District Magistrate, Murshidabad.
- 54-57) C. A. to the Addl. District Magistrate (Gen / Dev/ L & LR / ZP), Murshidabad.
- 58-98) The S.I. of Schools and Circle Project Co-ordinator (All), Murshidabad.



**Additional District Magistrate (SSM)
Murshidabad.**

To :
The District Project Officer,
Sarva Shiksha Mission, Murshidabad.

Paste recent
Passport Size
Photograph
duly signed by
the candidate

Sub :- Application for the post of : _____
(Write name of the post with sl. no.)

Ref:- Notification No. 01/SSM/2014 dated :-

1. Name of the applicant : _____
2. Father's /Husband's name : _____
3. Residential Address : _____

4. Contact No. : _____
5. Post for which applying : _____
6. Date of Birth : _____ 7. Nationality : _____
8. Length of Experience : _____
(Documents is to be submitted)

9. Educational Qualification:-

Examination Passed	University/Board	Year	Total Marks	Marks obtained	Percentage of Marks	Subject taken
Madhamik or Equivalent						
H.S. or Equivalent						
Graduate/Hons. Graduate.						
Post Graduate.						
B.Ed						

10. Computer Knowledge :- _____
(Certificate is to be attached)

11. Other Relevant Information (if any) :- _____

Declaration:- All the above statements and submitted documents are true to the best of my knowledge and I have applied only for one post 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 post candidature is liable to be cancelled.

Date:

Signature of the Applicant.