



Government of West Bengal
Office of the District Magistrate, Birbhum
Planning Statistics & Programme Monitoring Section (Planning Section)
Prashasanik Bhavan [1st floor], P.O. + P.S.- Suri,
Dist. - Birbhum, Pin Code-731101

Memo. No. 13 /VIII/6

Date : 06 /01/2020

NOTICE

Online Applications are invited from eligible bonafide candidates of West Bengal only, for engagement to the post of “**Accountant-cum-Data Entry Operator**” for **MPLADS on contractual basis for one year** under the Planning Statistics & Programme Monitoring Section (District Planning Section) of District Magistrate, Birbhum, with a consolidated remuneration of Rs. 27000/- (Rupees Twenty Seven Thousand)only per month and an increment of @ 3% only per year if, renewed on satisfaction of the District Magistrate, Birbhum.

No. Of Vacancy : 1 (One).

1. Essential Qualification :

Sl. No.	Name of the post	Educational Qualification	Other required qualification
1.	Accountant-cum-Data Entry Operator (ADEO) for MPLADS on contractual basis.	Graduate in Commerce	Have to pass the DOEACC ‘O’ level / Diploma in Computer Application / Diploma in Financial Accounting System Software from any recognized Govt. Institution and have adequate knowledge in Govt. Accounting Procedure & Data Entry Operation.

2. Age limits for :

General category 18-40 years as on 01.01.2020
OBC(A&B)category 18-43 years as on 01.01.2020
SC/ST category 18-45 years as on 01.01.2020

3. Applicants should be the domicile within the West Bengal.

4. Intending candidates may apply in the prescribed format through the District Website <http://www.birbhum.gov.in> online only (and by no other mode).

5. Important Dates :

Publication of Advertisement in Newspaper	10.01.2020.
Online Registration commences from	11.01.2020 (10:00 am).
Last date of Online Registration	24.01.2020 (upto 5:30 pm).
Downloading of call letters / admit cards for written examination	10.02.2020 to 29.02.2020.
Date of Written Examination and Duration of written Examination	01.03.2020 (11:00 am) and 1Hour 30 Minutes.
Publication of list of successful candidates for Practical Examination in Computer and Interview	16.03.2020.
Practical Examination in Computer and Interview	29.03.2020 (11:00 am).

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6. Applicants are required to take printout of filled in application for record and submission during written examination duly signed therein. There is no need to send any hard copy to this Office.

7. Mode of Selection :

- a. Written Examination : 80 Marks (Accountancy - 30, Maths - 20, GK - 15 & English - 15)
 - b. Practical Exam in Computer : 10 Marks
 - c. Interview : 10 Marks
8. Successful candidates will be allowed to appear at the ratio of 1:5 before Computer Test and Interview. Carrying 10 (Ten) marks each.
 9. The candidate shall bring all original testimonial & self attested photo copies and printout copy of online application with his/her candidature shall be summarily rejected.
 10. No separate call letter/admit card will be issued for Practical Test in Computer and Interview. Date and time of Practical Test in Computer and Interview of qualified candidates for the same will be published in the District Official Website <http://www.birbhum.gov.in> as well as in the office notice board of the District Magistrate, Birbhum.
 11. Candidates are requested to regularly visit the District Website for any subsequent information/ update in this matter.
 12. All the guideline vide No. 60(19)/DP/O/32S-12/99(Pt.), dated 09.01.2012, No. 1456/DP/O/32S-5/2001(Pt.), dated 13.07.2015, No. 3168/DP/O/32S-12/99(Pt.) date 20.12.2016 and No. 61/PSPM-21028/1/2019-MPLADS, dated 26.08.2019 of Joint Secretary to the Govt. of West Bengal, Department of Planning Statistics & Programme Monitoring shall be followed strictly.
 13. The Authority reserves the right to engage or suspend/postpone engagement process at any point of time in future.

Additional District Magistrate (Dev.)
Birbhum.

District Magistrate
Birbhum.