

GOVERNMENT OF WEST BENGAL
Office of the District Magistrate, Uttar Dinajpur
&
Executive Officer, Uttar Dinajpur Zilla Parishad
(Panchayat & R.D Section)
Karnajora: Raiganj:Uttar Dinajpur.

NOTICE OF EMPLOYMENT

Memo No. 8.75/Panch/DPRD

Dated, Raiganj, the October 11, 2012

Applications are invited from the citizens of India as defined in Part-II of the Constitution for appointment to the following posts of Gram Panchayats and Panchayat Samitis in the District of Uttar Dinajpur. The details are given below :

POSTS OF PANCHAYAT SAMITY

1. Post Code-BIO

1)	Name of the post	BLOCK INFORMATICS OFFICER OF PANCHAYAT SAMITI
2)	No of Posts	6(Six); Scheduled Tribe-1,Unreserved-1,Unreserved(Disabled)-1 Unreserved (EC)-2,Other Backward Class-A(EC)-1,
3)	Scale of Pay	Pay band -3:Rs. 7,100-37,600/-+Grade Pay Rs.3,900
4)	Qualification	Bachelors Degree in Computer Applications or Bachelor(Hons.) Degree in Computer Science or Bachelor Degree in any stream with 'A' level Certificate Course of DOEACC. Provided qualifications of 'B' or 'C' level Certificate Course of DOEACC with 3 years Diploma in Computer Science and Engineering /Information Technology/Electronics and Tele Communication shall be considered. Candidates must possess requisite qualification on the date of advertisement.
5)	Age	18 to 40 years as on 01.01.2012 with 5 years relaxation allowed for SC&ST Candidates and 3 years relaxation to OBC Candidates and relaxation to others categories of candidates allowed in terms of rules and orders issued by the Govt. which is in force on the date of advertisement.

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2. Post Code-DEO

1)	Name of the post	DATA ENTRY OPERATOR OF PANCHAYAT SAMITI
2)	No of Posts	3(THREE); Unreserved(Disabled)-1, Scheduled Caste (EX Serviceman)-1, Other Backward Class (EC)-1
3)	Scale of Pay	Pay band -2:Rs. 5,400-25,200/-+Grade Pay Rs.2,600
4)	Qualification	I)Passed the Madhyamik or its equivalent examination from any recognised University or Board or Council and having a minimum typing speed of 30 words per minute in English and 20 words per minute in Bengali. II)At least three months formal training in using personal computer from any institute recognised by State Govt. or the Central Govt. or State Council of Technical Education or All India Council of Technical Education. III)A minimum speed of data entry of 6000 key depressions per hour. Desirable: One year experience of data entry operator in personal computer. Candidates must possess requisite Qualification on the date of advertisement.
5)	Age	18 to 40 years as on 01.01.2012 with 5 years relaxation allowed for SC&ST Candidates and 3 years relaxation to OBC Candidates and relaxation to others categories of candidates allowed in terms of rules and orders issued by the Govt. which is in force on the date of advertisement.

POSTS OF GRAM PANCHAYATS

1. POST CODE-N S

1)	Name of the post	NIRMAN SAHAYAK OF GRAM PANCHAYAT
2)	No of Posts	12(TWELVE); Unreserved (EC)-3, Scheduled Caste(EC)-3, Scheduled Tribe-4, Scheduled Tribe (EC)-2
3)	Scale of Pay	Pay band -4:Rs. 9,000-40,500/-+Grade Pay Rs.4,400
4)	Qualification	Diploma in Civil Engineering (LCE). Candidates must possess requisite Qualification on the date of advertisement.
5)	Age	18 to 40 years as on 01.01.2012 with 5 years relaxation allowed for SC&ST Candidates and 3 years relaxation to OBC Candidates and relaxation to others categories of candidates allowed in terms of rules and orders issued by the Govt. which is in force on the date of advertisement.

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1)The application may be done in plain paper and application must contain (a) Name of the Candidate(in Block letters),(b)Father's/Husband's Name ,(c)Full Address (Permanent and Present),(d)Date of Birth,(e)As on 01.01.2012,(f)Whether belongs to SC/ST/OBC Community,(g)Educational Qualification,(h)Technical Qualification,(i) Additional Qualification(if any),(j)Nationality .

2)Candidates must affix one copy of recent passport size photograph (self attested) on the Application form and retain with him/her two other copies of the same photograph.

3) With the Application , Candidates must enclose the following :-

- a) Self attested photocopy of age proof certificate .
- b) Self attested photocopies of all educational qualification, Technical Educational qualification.
- c) Self attested photocopies of Caste Certificate, Voter Identity Card, if any.
- a) 2(two) 10"X5" self addressed envelopes affixed with postage stamp worth Rs 5/-

4) Please write the name of the POST APPLIED FOR ,ADVERTISEMENT NUMBER AND POST CODE on the top of the body of the Envelope.

5) Application along with supporting documents must reach this office by Registered Post /Courier within 16-11-2012 before 4.00 PM addressed to the following address, otherwise it will not be accepted :-

To

The Office of The District Panchayat and Rural Dev. Officer,

Uttar Dinajpur

Collectorate Building (first floor)

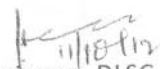
P.O- Karnajora,

P.S. Raiganj

Dist. :Uttar Dinajpur.

Pin-733134

6) The Admit Cards will be issued to eligible candidates by post . The names of the eligible candidates may be seen by logging on the website www.uttardinajpur.nic.in for these recruitment.


Chairman, DLSC

&

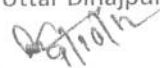
District Magistrate

Uttar Dinajpur

&

Executive Officer

Uttar Dinajpur Zilla Parishad



FORMAT OF APPLICATION
(For the post of BIO of Panchayat Samiti/DEO of Panchayat Samiti
& Nirman Sahayak of GP)

To
The District Panchayat & Rural Development Officer,
Uttar Dinajpur, Collectorate Building (1st Floor),
P.O- Karnajora, P.S- Raiganj, PIN- 733 130.

Affix one Self
Attested,
colored,
Recent
Passport size
photograph

POST APPLIED FOR (in Capital Letters) : _____

1. Name of the Applicant (in Block letter) : _____
2. Father's/Husband's Name : _____
3. Full Address A) Permanent : Vill- _____, P.O.- _____,
P.S- _____, Dist- _____,
PIN- _____, State- _____
- B) Present : Vill- _____, P.O.- _____,
P.S- _____, Dist- _____,
PIN- _____, State- _____
4. Date of Birth : _____
5. Age as on (01/01/2012) : _____
6. Nationality : _____
7. Whether belongs to SC/ST/OBC/Ex-Serviceman : _____
8. Contact Tel. Ph. / Mobile No. : _____
9. Email address (if any) : _____
10. Educational Qualification including Computer Training:

Sl. No.	Examination Passed	Year of Passing	Name of Board/University	Total Marks	Marks Obtained	Division	% Marks Obtained

11. Working Experience(Give details) _____

DECLARATION

I do hereby declare that the above stated information is true to the best of my knowledge and belief and my candidature is likely to be cancelled if any of the particulars submitted in support of entry no. 01 to no. 11 in this application are found to be incorrect at any stage of recruitment process. I do hereby also enclose the attested copies of all desirable testimonials.

Place : _____
Date : _____
Enclo. : i) _____ ii) _____ iii) _____
iv) _____ v) _____

(Signature of applicant)