

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE AND COLLECTOR
PASCHIM BARDHAMAN, ASANSOL, PIN-713305
[DISTRICT PLANNING CELL]
e-mail- dploaschimbdn@gmail.com

Memo. No. 422/MPLADS/DPC

Date: 13/08/2018

Detailed Advertisement for Engagement of Sub Assistant Engineer (SAE) Civil, Accountant-cum-Data Entry Operator (ADEO) & Data Entry Operator (DEO) in MPLADS Section at Paschim Bardhaman District HQ.

Applications in prescribed format are invited from Indian Citizen as defined in the Para II of the Constitution of India for engagement to the various contractual posts under MPLADS within Paschim Bardhaman District.

Willing candidates shall apply for only one post from the list mentioned below through post (Postal Address : Office of the District Magistrate, District Planning Cell , Paschim Bardhaman, 1st Floor, Civil Defence Building , (P.O.- R.K.Mission, Kannyapur, Asansol-713305) or by hand (Drop Box in the District Planning Cell, Paschim Bardhaman, 1st Floor, Civil Defence Building ,P.O.- R.K.Mission, Kannyapur, Asansol-713305) on every working day between 11:00 am to 4:00 pm). Last date for receiving application is 29/08/2018 till 04 P.M. The relevant particulars like name of the post, qualification, age limit, consolidated pay and anticipated vacancy position under each category of posts are stated in the following paragraphs. A candidate must go through the instruction thoroughly and carefully before submitting application. Any omission / suppression of information shall lead to rejection of application or candidature at any stage of the process without further intimation. The conditions so prescribed shall not be relaxed.

Selection will be made through an open competitive examination to be conducted by the District Magistrate , Paschim Bardhaman.

Sl. No.	Name of Post	Minimum Qualification & Experience	Age as on 01/01/2018	No. of Post	Consolidated Monthly Remuneration
1	Sub Assistant Engineer (SAE), Civil	LCE (Licensed Civil Engineer)/ Diploma in Civil Engineering with adequate knowledge of computer aided design, data entry & maintenance of accounts related different scheme.	Between 18 to 37 Years	1	Rs. 30,000/- Increment of 3% per year after completion of every one year of service. (Subject to execution of fresh agreement).
2	Accountant –cum- Data Entry Operator(ADEO)	Graduate in Commerce having adequate knowledge in Govt. Accounting procedure & Data Entry Operation.	Between 18 to 37 Years	1	Rs. 25,000/- Increment of 3% per year after completion of every one year of service. (Subject to execution of fresh agreement).
3	Data Entry Operator(DEO)	Graduation with Certificate in Computer Application.	Between 18 to 37 Years	1	Rs. 11,000/- Enhancement of Rs. 500/- in Professional Fee per year during first 5 years in MPLADS. Enhancement of Rs. 600/- in Professional Fee per year after 5 years in MPLADS. (Subject to execution of fresh agreement).

Other Terms & Conditions:

1. The selection will be made by a District Level Recruitment Committee. Order and Decision of the Committee as regards selection shall be final and binding on all concerned.

For Application Format and detailed information please log on to (<http://www.bardhaman.nic.in>) or (<http://www.asansolmunicipalcorporation.org>) or (<http://www.durgapurmunicipalcorporation.org>) or (<http://www.addaonline.in>) please see the 'Notice Board' of the District Magistrate's office of Paschim Bardhaman, S.D.O's office Durgapur/Asansol, ADDA, Asansol Municipal Corporation, Durgapur Municipal Corporation and other important Government Offices.

2. The following documents/ testimonials has to be attached.

- Proof of residence from local authorities (Pradhan/ Councillor)/ BDO/SDO/ EPIC/ passport.
- Proof of Date of Birth – Only Secondary level Admit Card/ Certificate to be accepted .
- Proof of Educational Qualification – All documents justifying essential & desirable qualification.
- Certificate in support of computer course from a recognized Institute.
- Certificate of Experience where needed.

3. All Applications should be provided with 3 recent color passport sized photograph (1 affixed on the application & the others stapled).

4. Photocopies of all testimonials to substantiate eligibility in respect of Essential Qualifications and the photographs should be self attested .

5. One self addressed envelope affixing postage stamp of Rs. 42/- to be enclosed with each application.

6. **Applications are to be submitted in prescribed format in a sealed envelope superscribed with the Name of the post Applied for either by hand to be dropped in the respective drop box at the District Planning Cell, Paschim Bardhaman,1st Floor, Civil Defence Building , P.O.- R.K.Mission,Kannyapur, Asansol-713305) or by hand (Drop Box in the District Planning Cell , Paschim Bardhaman, 1st Floor, Civil Defence Building ,P.O.- R.K.Mission,Kannyapur, Asansol-713305 or by Speed Post addressing the District Magistrate, District Planning Cell , Paschim Bardhaman ,1st Floor, Civil Defence Building , P.O.- R.K.Mission,Kannyapur, Asansol-713305 .**

7. All other terms & conditions for engagement would be guided by order of the Department of Planning , Statistics & Programme Monitoring , Joint Administrative Building Block HC-7 , Sector III, salt lake, Kolkata-7000106.

8. The Committee reserves the right to cancel/postpone/suspend any engagement to any aforesaid post at any point of time.

9. Applicants are liable for prosecution under extant laws for any wrong/ fraudulent/ incomplete information during application.

Note : If any change takes place related to this notification will be brought to the notice of candidates in the manner as decided by the District Magistrate ,Paschim Bardhaman.

Sd/-

**District Magistrate, Paschim Bardhaman
&
Chairman, District Level Selection Committee**

Copy forwarded for information to:

1. The Joint Secretary , Department of Planning , Statistics & Programme Monitoring ,Govt. of West Bengal.
 2. The Chief Executive Officer, Asansol Durgapur Development Authority, Asansol, with a requested to kindly upload in the website of ADDA.
 3. The Commissioner , Asansol Municipal Corporation, with a requested to kindly upload in the website of AMC.
 4. The Commissioner , Durgapur Municipal Corporation, with a requested to kindly upload in the website of DMC.
 5. The District Informatics Officer, NIC, Paschim Bardhaman with a requested to publish the said Notice in the District website of Purba Bardhaman along with the application proforma enclosed.
 6. The District Information & Cultural Officer with a request to display this on the office notice board.
 7. CA to the District Magistrate , Paschim Bardhaman for kind information of the District Magistrate.
- 8-10. CA to ADM (Dev), ADM (Gen), ADM (LR) Paschim Bardhaman for kind information of the Additional District Magistrates.

Sd/-

**For District Magistrate, Paschim Bardhaman
&
Chairman, District Level Selection Committee**

6. Date of Birth (DD/MM/YYYY) :

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7. Citizenship

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8. Academic Details:-

Qualification	Examination Passed	Year of Passing	Regular/Distance/Vocational	Examination Board/Council/university	Full Marks	Marks Obtained	Div/CL ASS	%

I do hereby declare that all the statements made in this application and all of the self-attested documents submitted here with are true and correct. In the event any of the information being found to be false or incorrect or any ineligibility being detected before or after the selection / recommendation is made, my candidature /selection is liable to be cancelled and any recommendation made in my favour is liable to be revoked / rescinded and /or cancelled and appropriate legal action be initiated against me.

Date:-

Place:-

Signature of the Candidate in full

Candidates may submit their application form through speed post or by hand in the Drop Box at the Office of the District Magistrate , District Planning Cell, Paschim Bardhaman, 1st Floor, Civil Defence Building , P.O.- R.K.Mission, Kannyapur, Asansol-713305.

Application to be submitted as per the above format along with the following documents.

1. Self-attested Age proof
2. Self-attested copy of certificates in support of educational qualification.
3. Self-attested copy of technical academic details.
4. Self-attested copy of computer academic details.

Note: One self addressed envelope affixing postage stamp of Rs. 42/- to be enclosed with each application.