



GOVT. OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, JALPAIGURI
(RUPASHREE SECTION)

E-mail ID: rupashree.jpg2019@gmail.com

Memo No- 48 /DPMU(RP)

Date- 18/09/2024

RECRUITMENT NOTICE

Applications are invited from eligible candidates for filling up the 1 No. of Post of Accountant in Mal Sub Divisional Office (Reserved for Scheduled Tribe- ST) under District Project Management Unit, Rupashree Prakalpa, Jalpaiguri on purely contractual basis. Last Date of submission of Application is **04/10/2024** . For detail, application format and instructions on application filling and submission visit www.jalpaiguri.gov.in or contact Rupashree Section, DM Office, Jalpaiguri. The Applicants are requested to visit the www.jalpaiguri.gov.in frequently for further updates.

Sd/-
District Magistrate
Jalpaiguri

**DISTRICT PROJECT MANAGEMENT UNIT (DPMU),
RUPASHREE PRAKALPA, JALPAIGURI**

DETAILS OF POST

Reference: Recruitment Notice vide Memo No:- **4B/DPMU(RP)**

Dated- **18/09/2024**

Name of the Post :	Accountant(ST Category)
No. of Post :	Mal Sub Divisional Office 01 (One)
Age :	Not less than 18 years and not more than 45 years as on 01.01.2024. For retired government employees upper age limit will be 64 years as on first date of the year of publication of advertisement.
Essential Qualifications & Experience:	<ol style="list-style-type: none">1) Commerce Graduate with Honours.2) Working Knowledge of Computer and ability to work in MS Office Packages (MS Word, MS Excel, MS Power Point).3) Working Knowledge of Spread Sheet, Tally and Presentation Packages.4) Minimum 3 Years of working experience in any Government or Non-Government Organization.5) Must be permanent resident of Jalpaiguri District
Job responsibility :	Overall responsibility of maintaining accounts, preparation of Reports, compilation, forecast, analysis of various data etc. for Sub-Divisional Office, Malbazar, Jalpaiguri.
Remuneration:	Rs. 15,000/- per month (Consolidated) Remuneration of Retired Government Employees will be guided by Finance Department order no 10935-F (P) dated 05.12.2011.
Tenure of Service :	On yearly contract
Method of Recruitment :	<ul style="list-style-type: none">• On the basis of Written examination comprising of General Knowledge & Current Affairs, General Mental Ability, Arithmetic, English and Accounting having 50 marks.• Computer Test having 40 marks• Personality Test having 10 marks.
Last date of submission of Applications :	04/10/2024 till 5.30 PM through Registered Post by India Post only. (No Courier Service) or In the Drop Box at DPMU, Rupashree Section, 2 nd Floor District Magistrate Office, Jalpaiguri or Drop Box at the Offices of Sub- Divisional Officer Mal and Dhupguri

APPLICATION FORMAT
Application for the post of **ACCOUNTANT**
DPMU Rupashree Prakalpa Jalpaiguri District

1 Name of the Applicant (in block letters) :

2 Father's/Husband's Name :

3 Present address :

4 Permanent Address :

5 Date of birth :

6 Age as on (01/01/2024) :

7 Caste :

8 Gender :

9 a) Educational qualification :
(X/ XII/ Graduation/ Post Graduation)
(Details to be filled below)

Affix a recent
coloured passport
size photograph duly
signed by the
Candidate only

Sl. No.	Examination Passed	Name of the Board/University	Year	Total Marks	Marks obtained	Percentage of Marks

b) Qualification on Computer knowledge :

i) Name of Computer Course: _____

ii) Duration of Computer Course: _____

iii) Name of Institute: _____

10. Work experience (Experience certificate to be enclosed)
(Name of post/duration/organization) : _____

11. Contact No. :- _____

Place: _____

Date: _____

(Full Signature of the Applicant)

Documents to be submitted:-

1. Self Attested photocopies of a) Proof of residence domicile/ permanent residential certificate issued by SDO concerned, b) Voter's Card or Aadhaar Card, c) Proof of Age, d) Educational/Essential qualification Certificates, e) Computer Knowledge certificate f) Caste Certificate, g) Experience certificate, & h) One extra passport size photo of the applicant and two Self addressed envelopes with requisite postage stamp.

2. The application may be submitted through Registered Post by India Post only. (No Courier Service) or In the Drop Box at DPMU, Rupashree Section, 2nd Floor District Magistrate Office, Jalpaiguri or in the Drop Box at the Offices of Sub- Divisional Officer Mal and Dhupguri.

Last date 5.30 PM of 04/10/2024.

Instructions for filling up and submission of Application Forms.

1. The application is to be filled up in **BLOCK/CAPITALS LETTERS**. A candidate can submit only one application.
2. The applicant must be the domicile/ permanent resident of the Jalpaiguri District.
3. The application is to be addressed **"To the Officer-in Charge, Rupashree Prakaipa, Office of the District Magistrate, 2nd Floor, Collectorate Building, Jalpaiguri,"** through Register Post by India Post only. (No Courier Service) or In the Drop Box at DPMU, Rupashree Section, 2nd Floor District Magistrate Office, Jalpaiguri, and Offices of Sub- Divisional Officer Mal and Dhupguri **Last date 5.30 PM of 04/10/2024.**
4. The application format should strictly be on the format advertised in the website www.jalpaiguri.gov.in . Any application in different format shall be summarily rejected.
5. Applicants must enclose two self addressed envelope with requisite postage stamp and a Colour Passport size photo (Extra) along with the application.
6. The envelope containing application must be super scribed by the name of the post applied for at the top i.e. **"Application for the post of Accountant, Rupashree Prakaipa"**
7. Application must be filled in properly and completely. **Incomplete applications or without full signature/ photo shall be summarily rejected.**
8. All the requisite qualifications needs to be fulfilled on the date of notification and the copies of the proof of age, qualifications, caste and experience needs to be submitted along with the application, otherwise the application shall be liable to be cancelled.
