



Govt. of West Bengal  
Office of the District Magistrate & Collector, Jhargram  
(Rupashree Section)

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Memo No. 50 /RUP/JGM

Date: 24/06/2022

**Notification for Engagement of Accountant and Data Entry Operator  
under Rupashree Prkalpa**

(Ref Notification- 955-SW/O/RP-02/2019, Dt. 15.02.2019 and 957-SW/O/RP-02/2019, Dt. 15.02.2019 of WCD & SW Deptt., Govt. of West Bengal)

Applications are invited from eligible candidates (Indian citizen only) for selection to the following posts as noted below on purely temporary and contractual basis in the district of Jhargram. Willing candidates who are permanent residents of Jhargram District are required to drop hard copies of application forms in the drop box kept at the Rupashree Cell of the Office of the District Magistrate, Jhargram from **27.06.2022 to 15.07.2022** on working days from 11 am to 4 pm. Applications may be sent by registered post also. But, such applications must also be received at the Rupashree Cell of the Office of the District Magistrate, Jhargram before 4 PM of 15.07.2022. **The last date for submission of the application is 15.07.2022 till 4 p.m.** Application received by hand or registered post received after the scheduled date and time will be liable to be rejected. Application received through e-mail (if any) will not be accepted. Prescribed application form may be downloaded from the Jhargram District website <https://jhargram.gov.in>.

Photocopy/typed/printed/scanned copy of Application Form will also be entertained. But, the application format should strictly be on the format advertised in the website <https://jhargram.gov.in>. Any application in different format shall be summarily rejected.

The applications received in respect of Notification vide memo no. 55/RUP/JGM, dated 05.09.2019 and memo no. 49/RUP/JGM, dated 22.12.2020 of the District Magistrate, Jhargram will be considered for scrutiny on the basis of the eligibility criteria mentioned in the said notifications.

Details of vacancy, eligibility and other criteria are mentioned below. **Engagement is purely on Contractual basis.** The contract may be renewed on yearly basis on the basis of the requirement of contractual staff for the post and upon satisfactory performance by the incumbent.

**Name of post and eligibility**

1. <b><u>Accountant</u></b>	
Name of the Post	Accountant, Rupashree Prkalpa
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.
No of vacancy:	SC – 01

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Service Type:	Purely on contract
Tenure of Service	On yearly contract
Age:	Not more than 40 years as on 01.01.2022. For retired Govt. employees upper age limit will be 64 years as on 01.01.2022. Candidates belonging to Scheduled Caste shall be entitled to a concession of five years over the prescribed age limit.
Residential Detail	<b>Must be permanent resident of Jhargram District.</b>
Essential Qualification:	1. Commerce Graduate with Honours 2. Working knowledge of computer and ability to work in MS Office Packages (MS Word, MS Excel, MS PowerPoint). 3. Working knowledge of Spread sheet, Tally and Presentation Packages.
Working Experience:	Minimum 3 years of working experience in any Government or Non-Government organisation.
Job Responsibility	Overall responsibility of maintaining accounts for District Project Management Unit (DPMU) and / or Sub-Division, preparation of reports, compilation, forecast, analysis of various data etc.
<b>2. <u>Data Entry Operator</u></b>	
Name of the Post	Data Entry Operator, Rupashree Prakalpa
Remuneration	Rs. 11,000/- per month (Consolidated)
No of vacancy:	4 [UR(EC)-01, ST-01, OBC(A)-01 and SC (EC)-01] EC: Exempted Category Cell under the Directorate of Employment , West Bengal, to fill up the vacancies meant for Exempted Category Candidates in cases of Employment. <b><u>EC candidates are requested to contact the office of 'The Director of Employment, West Bengal (Exempted Category Cell), 67, Bentinck Street (4th &amp; 5<sup>th</sup> Floor), Kolkata- 69' for sponsoring their names from their end to the District Office.</u></b>
Service Type:	Purely on contract
Tenure of Service	On yearly contract
Age:	Not more than 40 years as on 01.01.2022. Candidates belonging to Scheduled Caste & Scheduled Tribes shall be entitled to a concession of five years and also Other Backward Classes shall be entitled to a concession of three years over the prescribed age limit respectively.
Residential Detail	<b>Must be permanent resident of Jhargram District.</b>
Essential Qualification:	1. Graduate in any discipline. 2. Working knowledge of computer and ability to work in MS Office Packages (MS Word, MS Excel, MS PowerPoint). 3. Must have typing speed 30 wpm.

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<b>Working Experience:</b>	Minimum 1 year of working experience in any Government or Non-Government organisation.
<b>Job Responsibility</b>	To do the work of data entry, report preparation and compilation etc.

**Mode of Selection:** It will be a three stage selection against each post with 100 marks distributed as under:-

**Distribution of Marks for engagement to the post of Accountant:**

- Written test comprising of General Knowledge & Current Affairs, General Mental Ability, Arithmetic, English and Accountancy having 50 marks.
- Computer Test having 40 marks.
- Personality Test having 10 marks.

**Distribution of Marks for engagement to the post of Data Entry Operator:**

- Written test comprising of General Knowledge & Current Affairs, General Mental Ability, Arithmetic, English having weightage of 40 marks.
- Computer Test having 50 marks.
- Personality Test having 10 marks.

The shortlisted applicants (based on the eligibility criteria) will be eligible for the written test. District Selection committee will determine the cut-off mark for eligibility to appear for Computer Test and Personality Test.

Name of the candidates eligible for appearing in the Written Examination and date, time and venue of the written examination will be announced in the district website <https://jhargram.gov.in> and will be mentioned on the Admit card which will be sent to the e mail address provided by the candidate in the application form from the email ID [jhargram.rupashree@gmail.com](mailto:jhargram.rupashree@gmail.com) and also can be downloaded from the district website <https://jhargram.gov.in>. Candidate, unable to download admit cards issued to him/her, should contact at the Rupashree section at the Office of the District Magistrate, Jhargram before the examination for having their admit cards.

No separate admit card will be issued for Computer test and Viva Voce. List of candidates eligible for computer test and Viva Voce and date, time and venue for the said will be announced in the district website as mentioned above.

The final merit list / Panel will be prepared on the basis of the aggregate of marks obtained in Written Examination, Computer test and Viva Voce and will be valid for one (1) year from the date of approval of the merit list by the District level Recruitment Committee. If equal marks are obtained by more than one candidate, preference is to be given to the candidate inter senior in age as on 01.01.2022.

No TA/DA will be provided for appearing at the Written Examination, Computer Examination as well as Viva Voce Test.


**General Guidelines:-**

1. The application is to be filled up in BLOCK/CAPITAL LETTERS.
2. Along with Application the candidates are required to submit self-attested photocopy of Madhyamik admit card, Mark sheet of all Academic Qualifications, Certificate of Higher

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- Education, Computer Education and Experience, Voter card/ Aadhar Card and 2 recent colour passport size photographs (1 to be self-attested and pasted in the application form). The candidate is advised to write his/her name with father's/ guardian's name at the back of the additional photograph. Self-attested photocopy of valid caste certificate issued by the competent authority should be submitted by the applicant belonging SC/ST/OBC-A.
3. Defective/ incomplete applications and applications without full signature/photo will be summarily rejected.
  4. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his/her Candidate shall be summarily rejected.
  5. The filled in application form (in original) shall have to dropped at the drop box specifically marked and kept at the Rupashree Cell of the Office of the District Magistrate, Jhargram super scribing the envelope as---**Application for the post of \_\_\_\_\_**
  6. Only shortlisted candidates will be asked to produce all relevant original certificates along with the attested photo copies for verification at the time of viva voce, failing which their candidature shall be rejected without any further communication.
  7. Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlist for his/her application through persons, officials of Government, or agencies will disqualify him/her will be disregarded and will render the candidate ineligible.

Note: (if any change takes place in the eligibility criteria, syllabus for examination, date of examination ,vacancy position, other issues directly related with this notification will be brought to the notice of candidate through the district website <https://jhargram.gov.in> or in the manners to be decided by the District Level Recruitment Committee).

By Order  
  
District Magistrate  
Jhargram

Memo No. 50 /1(18)/RUP/JGM

Date: 24/06/2022

Copy forwarded for information and publication on Notice Board to the:

- 1) The Principal Secretary to the Govt. of West Bengal, Department of Women & Child Development & Social Welfare, Bikash Bhavan, 10th Flood, Salt Lake, Kolkata - 700091, Copy of this notification may kindly be published in the Departmental website, if deemed fit.
- 2) The Additional District Magistrate (LR), Jhargram
- 3) The Additional District Magistrate (ZP.), Jhargram.
- 4) The Additional District Magistrate (Gen.), Jhargram.
- 5) The Additional District Magistrate (Dev.), Jhargram.
- 6) The Sub-Divisional Officer, Jhargram Sadar.
- 7) The District Nodal Officer, Rupashree Prakalpa, Jhargram.
- 8-15) The Block Development Officer (all blocks), Jhargram to display in office notice board.
- 16) The DIO (NIC), Jhargram with a request to publish the notification in the official website.
- 17) The District Social Welfare Officer, Jhargram.
- 18) The DICO, Jhargram is requested for publishing in two daily newspapers.

  
District Magistrate  
Jhargram

# Application for the post of Accountant / Data Entry operator (Rupashree Prkalpa)

Ref:- Memo No. 50/RUP/JGM

Date: 24/06/2022

To  
The District Magistrate  
Jhargram

Affix recent self-attested passport size photograph

Name of post applied for- \_\_\_\_\_

1. Name of the Applicant (in Block Letter) : \_\_\_\_\_

2. Father's/Husband's Name : \_\_\_\_\_

3. Category(SC/ST/OBC-A/OBC-B/UR/SC(EC)/UR(EC) : \_\_\_\_\_  
(Self-attested photocopy of valid Caste certificate issued by competent authority to be attached)

4. Date of Birth: (dd/mm/yyyy) : \_\_\_\_\_ (Self-attested photocopy of age proof to be attached)

5. Age as on 01/01/2022 : \_\_\_\_\_ yrs \_\_\_\_\_ months

6. Present Address: Vill/Street : \_\_\_\_\_ P.O: \_\_\_\_\_  
Block/Municipality: \_\_\_\_\_ P.S: \_\_\_\_\_  
Pin Code: \_\_\_\_\_ Dist: \_\_\_\_\_ State \_\_\_\_\_  
Mobile No. \_\_\_\_\_

7. Permanent Address: Vill/Street : \_\_\_\_\_ P.O: \_\_\_\_\_  
Block/Municipality: \_\_\_\_\_ P.S: \_\_\_\_\_  
Pin Code: \_\_\_\_\_ Dist: \_\_\_\_\_ State: \_\_\_\_\_

(Self-attested photocopy of residential proof to be attached)

8. E-mail : \_\_\_\_\_

9. Sex: \_\_\_\_\_ 10. Religion: \_\_\_\_\_ 11. Nationality: \_\_\_\_\_

12. Educational Qualification:( from 10<sup>th</sup> onwards) Self-attested testimonials to be attached

Sl No.	Examination Passed	Board/University/institute	Year of Pass	Total marks	Marks Obtained	% of Marks
1.						
2.						
3.						
4.						

13. Computer Knowledge:(Self-attested photocopy of certificates to be attached)

Sl No.	Examination Passed	Board/University/institute	Year of Pass	Total marks	Marks Obtained	% of Marks

14. Working Experience(with Date and Name of issuing Authority) Certificate from Competent Authority to be attached:

## 15. Declarations:

I do hereby that (a) All statements made in this application are true, complete and correct (b) Original documents will be produced on demand and agree to undergo the selection process on the condition that the Committee may cancel my candidature if I am found ineligible at any stage and I am submitting only this application for the post mentioned above.

Date:

Place:

\_\_\_\_\_  
Signature of the Candidate in full