

Government of West Bengal
Office of the District Magistrate, Birbhum
Rupashree Prakalpa, Birbhum

RECRUITMENT NOTICE UNDER RUPASHREE PRAKALPA, BIRBHUM-2024
(Contractual Basis)

Online application are hereby invited from Indian citizens (**Since the posts are district specific, applicants must be permanent residents of the Birbhum District**) through our website <http://www.birbhum.nic.in/www.birbhum.gov.in> and willing candidates for engagement to various Contractual posts under District Project Management Unit, Birbhum for Rupashree Prakalpa in Birbhum District in accordance with Notification No. 955-SW/O/RP-02/2019, 956-SW/O/RP-02/2019, 957-SW/O/RP-02/2019 dated 15.02.2019 of the Women Development and Social Welfare Department, Government of West Bengal.

1. Selection is to be made on merit basis for candidates meeting the qualifications given below through Written Examination followed by Computer Test & Personal Interview to be communicated in due course.

Sl No	Name of the Post & Qualification	No of Vacancy	Category wise vacancy position	Job Responsibility	Age as on 01/01/2024	Remuneration per month (Rs.)
1	<p>Accountant</p> <p>On yearly contract basis</p> <ul style="list-style-type: none"> • Commerce Graduate with Honours • Working Knowledge of Computer and ability to work in MS Office Packages (MS-Word, MS-Excel, MS Power Point) • Working knowledge of Spread Sheet, Tally and Presentation Packages. • Minimum 3 years of working experience in any Government or Non-Government Organisation as Accountant. 	01	S.T- 01	Overall responsibility of maintaining accounts for District Project Management Unit (DPMU) and / or Sub-Divisions, preparation of reports, compilation, forecast, analysis of various data etc.	Not less than 18 years and Not more than 40 years & for retired government employees upper age limit will be 64 years as on first date of the year of publication of advertisement. Candidates belonging to scheduled Caste & Scheduled Tribes and Backward Classes shall be entitled to concession of five years and three years over the prescribed age limit respectively.	15,000/- (Consolidated) For retired Government Employees will be guided by Finance Department order no 10935-F(P) dated 05-12-2011



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Sl No	Name of the Post & Qualification	No of Vacancy	Category wise vacancy position	Job Responsibility	Age as on 01/01/2024	Remuneration per month (Rs.)
1	<p>Data Entry Operator (Sub Division & Block)</p> <p>On yearly contract basis</p> <ul style="list-style-type: none"> • Graduate in any discipline • Working Knowledge of Computer and ability to work in MS Office Packages (MS-Word, MS-Excel, MS Power Point) • Must have Typing Speed of 30 wpm in Keyboard. • Minimum 1 years of working experience in any Government or Non-Government Organisation. 	05	U.R- 01, S.T- 01, EWS-01, OBC-A- 01, U.R (E.C)-01	To do the work of data entry, report preparation and compilation etc.	Not less than 18 years and Not more than 40 years as on first date of the year of publication of advertisement. Candidates belonging to scheduled Caste & Scheduled Tribes and Backward Classes shall be entitled to concession of five years and three years over the prescribed age limit respectively..	11,000/- (Consolidated)

Mode of Selection and Other terms & Conditions:-

- An applicant can apply for one post only at a time of online application i.e. **Data Entry Operator under Rupashree Prakalpa or Data Manager under Kanyashree Prakalpa.**
- Candidates from SC, ST Communities will get age relaxation of 05 years and OBC community will get age relaxation of 03 years as applicable as per rule over the prescribed age limit.
- Engagement will be made on purely on yearly contract basis.
- Separate Panel shall be prepared for each Post in the ratio of 1 : 5. This panel shall be valid for one year only.
- For retired employee upper age limit will be 64 years as on 01/01/2024 for the post of Accountant only.
- Qualification as stated in the table must be possessed by the candidate on or before the publication of the advertisement. If it is found during verification on testimonials at any stage that candidate has acquired qualification as stated above at any date after date of publication of this advertisement, his/her candidature shall be summarily rejected.
- In case of regular / contractual employee NOC from current employer is required during viva.
- Any type of canvassing/ improper conduct will result in immediate rejection of application.
- Online applications will start from **4th September, 2024 (10:30 AM)** & Last Date of Application submission will be **20th September, 2024 up-to 6:00 PM.**



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- Any discrepancies found between the information provided in the application form and originals furnished at the time of written test or during interview or in any subsequent stage will result in his/her candidature being summarily rejected with appropriate penal action.
- The Selection Committee has the sole right of rejecting any or all the applications.
- Any addendum/ deletion/ corrigendum/ any update shall be posted on the official website of Birbhum district i.e. www.birbhum.nic.in/ [www.birbhum.gov.in.](http://www.birbhum.gov.in/) Applicants are requested to visit the official website of Birbhum district for online applications and necessary information/ instruction issued from time to time.
- **Mode of Selection:** The written examination will be objective type and descriptive type questions. The subjects and distribution of marks are as follows:

Name of Post	Subject	Allotted Marks
Accountant	Written Examination: GK, Current Affairs, General Mental Ability, Arithmetic, English and Accountancy (Objective Type-40 Marks & Descriptive Type-10 Marks)	50
	Computer Test	40
	Viva Voce	10
Data Entry Operator	Written Examination: GK, Current Affairs, General Mental Ability, Arithmetic and English (Objective Type-30 Marks & Descriptive Type-10 Marks)	40
	Computer Test	50
	Viva Voce	10


District Magistrate, Birbhum
&
Chairperson, DLSC,
Kanyashree & Rupashree Prakalpa,
Birbhum.



Dated: 30/08/2024

Memo No.: 161/49/DPMU/24

Copy forwarded for information to:

1. The Joint Secretary, to the Govt. of West Bengal, Department of WCD & SW, Bikash Bhavan, 10th floor, Salt Lake, Kolkata-700091.
2. The DIO, NIC, Birbhum with a request for uploading the above notice in the official website i.e. www.birbhum.nic.in/ [www.birbhum.gov.in.](http://www.birbhum.gov.in/)
3. The DSWO, Social Welfare Section, Birbhum.
4. The District Information & Cultural Officer, Birbhum with the request for publication of the abridged version of the said Notice as enclosed in 2 local newspapers.
5. The Deputy Director, Employment Exchange, Birbhum with the request for mass circulation (for the exempted category) of recruitment notice.
6. The Asst. Labour Commissioner, Birbhum with the request for mass circulation (for the exempted category) of recruitment notice.
7. C.A. to D.M., Birbhum.
8. C.A. to A.D.M.(Gen), Birbhum.
9. C.A. to A.D.M.(Dev), Birbhum.
10. C.A. to A.D.M.(ZP), Birbhum.


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