

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE COMMISSIONER, BURDWAN DIVISION.**

**EMPLOYMENT NOTICE**

In pursuance of G.O. No.3077/PN/A&AC/V/3A-55/08 Dated 09.07.09 of the Panchayat and Rural Development Department applications are invited from the retired personnel for the following posts for Regional Accounts & Audit Officer, Burdwan Division under the Integrated Panchayat Accounts & Audit Organization on contract basis.

**Sl. No. - 1**

**(a) Name of the Post : AUDITOR**

**(b) Total Vacancy : 2 (two)**

**(c) Pay Scale held : Rs. 4500-9700/- with higher initial start at Rs. 4800/-**  
(unrevised)

**(d) Eligible qualification and experience.**

Bachelor of Commerce or equivalent or higher examination of the recognized University / Institution and must have sound knowledge about financial management system of three tier Panchayati Raj Institutions and writing and presentation skills in preparation of audit reports with experience of working with computerized accounting system.

**Sl. No. - 2**

**(a) Name of the Post : UPPER DIVISION CLERK**

**(b) Total Vacancy : 1 (one)**

**(c) Pay Scale held : Rs. 4000-8850/-**  
(unrevised)

**(d) Eligible qualification and experience.**

Bachelor Degree of any stream or equivalent examination from any recognized university. Efficiency in office equipment (i.e. Computer etc.) is essential

**Sl. No. - 3**

**(a) Name of the Post : LOWER DIVISION CLERK**

**(b) Total Vacancy : 1 (one)**

**(c) Pay Scale held : Rs. 3350-6325/-**  
(unrevised)

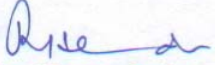
School Final or equivalent or higher examination from any recognized University / Board / Council. Efficiency in handling office equipment (i.e. Computer etc.) is essential and must possess a typing speed of at least 30 w.p.m.

The applicants should apply in plain foolscap white paper in his/her own hand writing with the following particulars:

1. Name in full (in Block letters), 2. Father / Husband's Name, 3. Address (a) Present Postal Address, (b) Permanent Address, 4. (a) Date of Birth, (b) Age as on 01.01.2009, ( c ) Date of retirement 5. (a) Educational Qualification (b) Other qualifications ( c ) Qualification & experience in Computer application, 6. Other Experiences, if any.

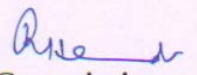
**Other terms and conditions:**

1. All the candidates should have ability in performing extensive tours within the Division in connection with the Audit, Inspection, verification etc. purposes.
2. All the jobs require long hours each day – even after office hours, strong commitment and work in holidays.
3. The applicants must be the residents of the districts under Burdwan Division.
4. The candidates should furnish along with their applications the proof of age, educational qualification, experience etc.
5. There should be a written test to be held by the Selection Committee after which an oral interview and personality test may be held for the candidates who have qualified in the written test.
6. A panel of the selected candidates will be prepared in order of merit for all the three categories. The panel should be valid for 6 (six) months only.
7. If any candidate tenders his / her resignation within the validity period of the panel the next eligible candidate in the panel shall be given appointment against the vacancy caused by such resignation.
8. The appointment should be made purely on contractual basis for 6(six) months for the present. The tenure of contractual agreement may be extended subject to satisfactory performance of the employee so appointed during the period of contract up to the age of 65 (sixty five) years (Maximum).
9. The retired employees will get remuneration as per Finance Deptt. Memo No. 3951-F dt. 27.05.2009.
10. The application to be addressed to the Commissioner, Burdwan Division.
11. The last date for submission of the applications is 31<sup>st</sup> August, 2009.
12. Details may be had in the Office of the Divisional Commissioner, Burdwan Division and Zilla Parishad and District Magistrates of the concerned districts under this Division and from website of P&RD Deptt. i.e. [wbprd.nic.in](http://wbprd.nic.in).

 30.07.09.  
For Commissioner,  
Burdwan Division.

Forwarded for information, wide publication and circulation to:

1. The District Information and Culture Officer, Hugli with a request to publish in a leading local newspaper and arrange to notify in the Notice Boards of the public places.
2. The Sabhadhipati, Bardhaman Z. P. / Birbhum Z P. / Hugli Z.P./ Bankura Z.P./ Purulia Z.P./ Paschim Medinipur Z.P. / Purba MedinipurZ.P.
3. The District Magistrate, Burdwan/ Birbhum / Hugli / Bankura / Purulia / Paschim Medinipur / Purba Medinipur.
4. The District information and Culture Officer, Burdwan / Birbhum / Bankura / Purulia / Paschim Medinipur. Purba Medinipur.
5. Notice Board of the Office of the Commissioner, Burdwan Division.
6. The Commissioner, P. & R.D. Directorate, Panchayat Bhawan, Kolkata-1.
7. Sr. Accounts Officer & Ex-Officio Joint Secretary, P.& R.D. Deptt. Jessop Building, 1<sup>st</sup> floor, 63, N.S. Road, Kolkata-700001 with a request to publish in the website of P&RD Deptt. in its website i.e. wbprd.nic.in.

  
For Commissioner,  
Burdwan Division.