

West Bengal State Rural Development Agency

(An Agency of the Panchayats & Rural Development Department, Government of West Bengal:
Registered under Registration of Societies Act 1961, Registration No. S/IL/17726 of 2003-04)
Joint Administrative Building (6th to 9th Floors), HC - 7, Sector - III,
Bidhan Nagar, Kolkata - 700106

No. 390 - Comp/Estt/WBSRDA/08/07

Date: 24-09-14

Notification For Filling Up Of Vacant Post On Contract Basis Under Computerization Cell Of P&RD Department

- A. The computerization cell of P&RD Department invites application from suitable candidates for the post of **Accountant (1 post)** for State Head Quarter of P&RD Department to look after the accounts matters of Computerization cell subject to the terms and conditions mentioned in this Notification.
- B. The post is purely contractual and the engagement will be initially for a period of six months which may be extended thereafter from time to time subject to overall performance at the sole discretion of the Authority.
- C. **The Candidate must be a retired Government Employee who has been superannuated from the post of Accounts Clerk / Accountant or equivalent from any of the Government Office and who has competencies & work experiences required for the posts.**
- D. The **upper age limit** for the post is 62 years as on 1st January 2014.
- E. The Candidate must be physically fit and sound
- F. The Candidate must have competencies & work experiences to maintain accounts in **Tally - Accounting Software**.
- G. The candidate must have adequate knowledge in dealing with TDS, CPF, P Tax for maintenance of Accounts.
- H. The candidates who do not have the required competencies and work experiences and who do not have capacities to discharge the responsibilities need not apply. Applications received from candidates not having relevant competencies & work experiences will be summarily rejected.
- I. Application is to be made in the prescribed Application Form (attached with this notification) only. Candidates must submit along with applications, attested copies of all documentary evidences in support of superannuation from Government service & work experiences. The Application Form will have to be filled up on the basis of facts which they will have to substantiate subsequently showing the originals during the selection process, failing which their candidature will be cancelled.
- J. The application must be complete in all respects. Incomplete application will be summarily rejected.
- K. Each application in sealed cover must reach Computerization Cell (9th Floor), Panchayats & Rural Development Department, Government of West Bengal, Joint Administrative Building, HC -7, Sector - III, Salt Lake City, Kolkata - 700106 within **31st October, 2014 (before 4-00 PM)** positively. Applications reaching the above address after the stipulated date and time will not be considered for selection. "Application for the post of ACCOUNTANT" should be written on the envelope containing the filled in application form.
- L. Scanned application may also be sent to the e-mail id: prdmis@gmail.com.
- M. The consolidated remuneration for the post as may be fixed in terms of FD Memo No. 8527-F dated 7.10.2005 or Rs. 20000/- , whichever is higher.
- N. Only shortlisted candidates will be called for Interview/Personality test during selection. Selection will be done on competitive basis.
- O. Decision of the competent authorities shall be final in the matter of selection of eligible candidates. Canvassing in any manner shall lead to disqualification of candidature.
- P. No TA /DA will be provided for appearing in the selection process

Joint Secretary to the Government of West Bengal (Computerization Cell)
Panchayats & Rural Development Department

APPLICATION FORM

*(Relevant self attested documents for **Work Experiences & Superannuation from Govt. Service** need to be attached with this application form and original documents will be checked at appropriate time to be notified in due course)*

Please affix here
your recently
taken passport
size photograph
cross signed by
you

1. Name of the candidate (in Capital Letters):
2. Post Applied For : **Accountant**
3. Name of Father/Husband.....
4. Date of birth (As Per Service Documents):
5. Age as on 01.01.2014 : Years Months.....Days..... 6. Sex: ☐ M ☐ F
7. Nationality: Indian 8.Religion:9. Caste (Gen/SC/ST/OBC).....
10. Communication Address:
.....
.....PIN
11. Phone Number: (Res.).....(Mobile) (if any):
12. E-mail address (if any):

13. Details of Relevant Work Experience (Starting with the current or most recent one)
(Add more cells and pages if required)

Sl.No.	Organization/ Office / Deptt.	Post Held	Brief Description About Major Responsibilities / Tasks	Period	Total Period

I do hereby certify that all the details stated above are true and that in case any information is found to be false and or misleading; my candidature will be liable to rejection.

Date:

Place:

Full Signature:.....