

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, NADIA
HEALTH CELL

Memo. No.78/HC

Dated:01.07.2001

Advertisement for Recruitment to the post of Block Accounts Manager and Data Entry Operator under Block PMU Set up.

Application are invited for purely contractual post for Block Accounts Manager at Santipur Block and Data Entry Operator at Nakashipara (unreserved post) and Karimpur –II reserved for OBC “A” Category. Details of recruitment can be had from www.nadia.nic.in Last Date of Application **29.07.2011**. Application are to be **addressed to District Magistrate, Nadia, Nadia Collectorate, Krishnagar, PIN 7411 01.**



District Magistrate,
Nadia.

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N O T I C E

Applications are invited from Indian Citizens for the following posts under Block PMU Set up fulfilling the Criteria mentioned against each.

Sl.No.	No.of Post	No. of Vacancy	Reserved for	Block
1	Block Accounts Manager	01	Unreserved	Santipur *
2.	Data Entry Operator	02	Unreserved OBC Category "A".	Nakashipara Karimpur-II

*** In case of any Vacancy arises for the post of BAM in other block the same may be filled up from this panel.**

Eligibility Criteria for the post of Block Accounts Manager :

Educational Qualification	Minimum Bachelors Degree in Commerce from any reputed University with advanced knowledge with computer
Residence	Preference shall be given to candidates having residence in respective block
Age	Upper Age Limit 35 as on 01.07.2011

The post will carry a consolidated pay of Rs. 11,730.00

Eligibility Criteria for the post of Data Entry Operator :

1.	Educational Qualification	Graduate (B.Sc. / B.Com/ B.A from any recognized university with diploma in Computer application (DCA) from W.B.U.T.E. , D.E.A.C.C., I.G.N.O.U or any recognized university or C.MC. Ltd or W.E.B.E.L Ltd of West Bengal
2.	Typing Speed	Min 30 Words per minute

3.	Technical Knowledge	Knowledge of Computer Hardware, Working Skill in L.A.N Environment / Software understanding Health Information Management System will be treated as addition advantage.
4.	Working Experience	Minimum 2 years Working Experience as Technical Support Person, IT Assistant, Programming etc.
5.	Package knowledge	Operating system : Windows XP, Office Automation : MS-Word, Excel, Access, Internet Experience: Through working Experience in Windows Explorer.
6.	Age	30 years or less as on 01.07.2011 relaxable for 3 years in case of OBC Category


The post will carry a consolidated pay of Rs. 9,390.00

Both the post are purely contractual in nature with initial appointment of 1 year renewable for further period depending upon the performance of the candidate. The selection will be done on the basis of marks obtained at secondary, Higher Secondary and Graduation Level along with Computer test and Interview.

Desiring candidates fulfilling the above criteria should applied in plain paper (with recent Colour Photograph of the Candidate) along with necessary documents support of Age, Education Qualification, Computer Proficiency and place of residence. **The application should be submitted to District Magistrate, Nadia at Nadia Collectorate, Pin 7411 01 on or before 29.07.2011 within 4 P.M.**

One candidate shall apply for a single post and more than one application by a single candidate for more than one post shall be summarily rejected.

Applications are to be sent only by Registered post or Courier and only short listed candidate will be called for Interview. Canvassing in any form will be considered as disqualification. Incomplete applications or application received after last date and time will be summarily rejected.


 District Magistrate,
 Nadia.