

Advertisement No.  
01/2010

Office of the Bankura Zilla Parishad  
P.O. + Dist. – Bankura

Closing date : 06-09-2010  
Drop Box at : Bankura Zilla Parishad, Court Compound

Applications are invited from Indian citizens as defined in Part-II of the Constitution of India in prescribed proforma as given below for the following vacancies in Bankura Zilla Parishad

Cadre	Pay band	Minimum Qualification	Vacancies
ACCOUNTANT	PB-3, Rs.7,100--37,600/- Grade Pay Rs.3900/-	<ol style="list-style-type: none"><li>1. Bachelor Degree with Hons. in Commerce from any recognized University.</li><li>2. 6 (six) months Certificate in Financial Accounting from any recognized institution. It is desirable two years experience in Accounting in any recognized firm or Company or Agency or in a Govt. establishment.</li></ol>	UR - 1
STENOGRAPHER FOR KARMADHAYAKSHYAS	PB-3, Rs.7,100--37,600/- Grade Pay Rs.3600/-	Bachelor Degree from a recognized University and ability to take dictation at a speed of at least 70 words per minute and type speed of at least 30 words per minute in Bengali. It is desirable ability to take dictation at a speed of at least 80 words per minute and typing speed of at least 40 words per minute in English.	Gen(EC)-1 ST - 1
LABORATORY ASSISTANT	PB-3, Rs.7,100--37,600/- Grade Pay Rs.3600/-	A degree in science with Physics as one of the subject from any recognized University or institution. It is desirable that at least one year working experience in any recognized Govt. or Non-Govt. organization of repute.	UR-1
ADDITIONAL ACCOUNTANT	PB-2, Rs.5,400--25,200/- Grade Pay Rs.2900/-	Bachelor Degree in Commerce from any recognized University.	UR-1
LOWER DIVISION ASSISTANT	PB-2, Rs.5,400--25,200/- Grade Pay Rs.2600/-	Passed Madhyamik or equivalent examination having secured at least 50% marks in aggregate [excluding additional subject] of any recognized University or Board or Council, it is desirable of knowledge of type writing in computer.	Gen-3 SC(EC)-1 Gen(EC)-1 ST-1 OBC-1
TYPIST	PB-2, Rs.5,400--25,200/- Grade Pay Rs.2600/-	Passed Madhyamik or equivalent examination having secured at least 50% marks in aggregate [excluding additional subject] of any recognized University or Board or Council and have typing speed of 40 words per minute in English & typing speed of 30 words per minute in Bengali. It is desirable to be capable in typing in computer.	Gen-2 SC(EC)-1

DATA ENTRY OPERATOR	PB-2, Rs.5,400--25,200/- Grade Pay Rs.2600/-	Passed Madhyamik or equivalent examination from any recognized University/Board/Council. Typing speed of 30 words pm in English & 20 words pm in Bengali. Computer training of at least 3 months from an Institute having proper recognition from the Govt. of W.B./ Govt. of India / SCTE / AICTE [ Certificates from Institute without accreditation would not be considered]. Skill of data entry 6000 key depressions per hours in Computer [ Due credential to be adduced].  Desirable qualification:- Working experience of at least One year in the field of computer data-entry.	UR-1
DRIVER	PB-2, Rs.5,400--25,200/- Grade Pay Rs.2600/-	Passed Class-VIII of any recognized School and possess Driving License with at least 3 years experience as driving the four wheeler small car/ Ambassador etc.	Gen-1

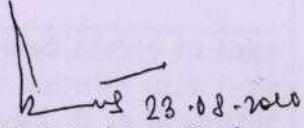
**N.B.: Vacancy position is subject to change as per govt. order likely to be received.**

**Age limit : Not more than 37 years and not less than 18 years as on 1<sup>st</sup> Jan 2010 subject to the provision of the , Backward Classes Welfare Deptt., Labour Deptt. & W.B. Services (Raising of Age limit) Rules, 1981 & other Govt. orders issued from time to time.**

**Age for SC & ST candidates relaxable up to 5 (five) years and for OBC candidates up to 3 (three) years**

Mode of application: Duly filled in application in the given proforma typed/printed on A4 sized 80 GSM paper with due enclosure , may be dropped in the drop-box at Office of the Bankura Zilla Parishad, Court Compound, Bankura on working days between 10.30 to 17.00 hrs on and from 30-08-2010 to 06-09-2010. Application to be addressed to the Executive Officer, Bankura Zilla Parishad, Court Compound, Bankura, PIN 722101. The cover of application must contain (i) Name of the Post & (ii) Vacancy opted for, failing which the application would be rejected straightaway. Separate envelop for separate post is required. Closed envelopes by Post would also be accepted, but the mail must reach by 17.00 hrs of the closing date and the authority will not be responsible for any postal delay. Transmission by Courier Service will not be accepted. The applicant must carefully comply with the directions contained in the application format. Mere submission of application does not confer any right upon the candidate to be called for the Selection Test. One candidate shall not be eligible to apply for more than two posts.

Any attempt of Canvassing / imposing influence upon the authority would seriously be viewed.

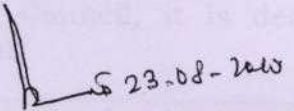
  
Additional District Magistrate, Bankura &  
Additional Executive Officer, Bankura Zilla Parishad

Memo No. 2912(32)/2A/2010

Date: 23/08/2010

Copy forwarded for information and with a request to arrange for wide publicity to the :-

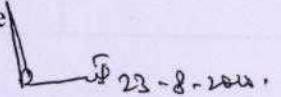
1. The Sabhadhipati, Bankura Zilla Parishad.
2. The Additional District Magistrate, L&LR, Bankura
3. The Project Director, D.R.D.Cell, Bankura
- 4 The Project Officer cum D.W.O., BCW, Bankura
- 5.-7. The Sub-Divisional Officer, Khatra/Bankura Sadar / Bishnupur
- 8-29. The Block Development Officer (all)
30. The Senior Postmaster, Bankura Head Post Office
31. The Station Manager, Bankura Railway Station, S.E.Railway.
32. The District Information & Cultural Officer, Bankura.

  
Additional District Magistrate, Bankura &  
Additional Executive Officer, Bankura Zilla Parishad

Memo No. 2912(32)/1(V)/2A/10

Date: 23/08/2010

Copy with softcopy of this notice & application format forwarded to the DIO, NIC with a request to upload them in website

  
Addl. District Magistrate