

Advertisement for filling up of the 4 post of Block Accountant for Howrah [Name of the Blocks listed below]

The lists of Blocks are as follows:-.

Howrah	Sub-Division /	C.D.Block
	Sadar Sub-Division	Jagatballavpur
	Uluberia Sub-Division	Udaynarayanpur
		Bagnan-II
		Shyampur-I

Applications in prescribed format are invited from candidates for filling up the post of Block Accountant on contractual basis in the above mentioned blocks under the District Project Office, Sarva Siksha Mission, Howrah

Applicants may apply if they have a B.Com(Hons) degree under regular course from any recognized Indian University and hold of certificate of efficiency in Computer covering M S Office and Tally Accounting system with at least two years experience in accounting and audit job in Govt./any organization / firm of repute or in any Govt sponsored project having computer environment.

Age should be from 21 years to less than 37 years as on 1st September, 2012. [i.e born not earlier than 2/9/1975 and not later than 1/9/1991]

Retired Govt. employee having the above qualifications and experience and not more than 62 years of age as on 1st September, 2012 may also apply.

Selected candidate for the Districts will be posted in a CLRC situated in the respective block and their jurisdiction of work will cover the schools within the said block. They will visit schools for at least 15 days in each month and will be accountable to Circle Project Co-ordinator of the CLRC.

The applicant can apply for one block unit only and must be resident of Howrah district. The applicant shall submit a declaration and give an undertaking that "I have applied for one block unit only i.e.for_____block unit and in the event it is found I have applied for more than one block/ urban unit my candidature is liable for cancellation".

If for any block, unit the no. of applicants exceeds ten, then ten applicants having the requisite qualification and experience will be screened and short listed on the basis of marks obtained in B Com (Hons) only.

They will be called to appear for computer efficiency test and on evaluation of qualifications, experience and computer efficiency test maximum three candidate will be called for interview and then the panel of three will be published but the said panel will be treated as cancelled as soon as the post is filled up.

Ten Candidates screened on the basis of B Com (Hons) marks for each block unit will be allowed weightage for higher qualification if any of M Com / Inter C A /Inter ICWA.

Applicant is required to apply to the District Project Officer, Sarva Siksha Mission, Howrah in prescribed proforma along with all copies of documents duly self attested and with a recent color photograph duly self attested and pasted in proper place of the application.

Additional guidelines to be followed by the applicants:-

- (a) There is only ONE post per BLOCK.
- (b) Recruitment will be initially for one year on contractual basis and may be renewed further subject to maximum of three years or the winding up of the project whichever is earlier. A contractual agreement is to be entered into with the selected applicant. No selected person have any claim for permanent employment as this is purely a temporary assignment and will remain valid upto contractual period.
- (c) The post carries a contractual consolidated remuneration of Rs.12000/-(twelve thousand) only per month.
- (d) Other terms will be as per rules and orders of Paschim Banga Sarva Siksha Mission.
- (e) Self attested copies of all documents be attached in respect of educational qualifications ,experience, computer certificate, residential proof, age proof, proof of retirement from Govt. Service in case of the applicant is a retired person. Voter I D or Passport or Employment Exchange Card (current renewed) or Residential Certificate issued by the Sub Divisional Officer will only be considered as residential proof.
- (f) One recent passport size photograph self attested be pasted at proper place of the application proforma.
- (g) All the original documents must be produced at the time of computer efficiency test before the DPO for verification otherwise the screened applicant will not be allowed to appear for the test.
- (h) Completed applications must be submitted in the drop box kept at the office of DPO,SSM, Howrah , Old Collectorate (Annex Building), 1, Rishi Bankim Chandra Road, Howrah – 711 101 up to 4-00 p.m of 10/01/2013.**

Applications submitted in the drop box within 10/01/2013 will be accepted only. No application will be accepted by any type of postal or courier service.

No application will be accepted after 10/01/2013.

APPLICATION FOR THE POST OF BLOCK ACCOUNTANT
Under _____ District Project Office, SSM, Howrah

**Recent self
attested color
photograph be
pasted**

1. Name of applicant :

2. Father's name :

3. Residential Address :

4. Block for which applying :

5. Date of birth :

6. If a retired Govt. employee
the date of retirement :

7. Length of Experience
(Specify details) :

8. Whether holding computer
efficiency certificate
(MS Office and Tally) :

9. Educational Qualifications:

Exam passed	University / Board	Year	Total marks of exam (for Hons. Marks only)	Marks obtained
B.Com (Hons)				
H.S or equivalent				
Madhyamik or equivalent				
M.Com/Inter CA / Inter ICWA				

10. Language known :
Can Speak--
Can Write—
Can read-----

11. Any other information :

Declaration: I have applied for one block only i.e. for _____ block and in the event it is found I have applied for more than one block my candidature is liable for cancellation”.

Date :

Signature of the applicant