

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, JALPAIGURI
(DISTRICT PLANNING SECTION, JALPAIGURI)

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Applications are invited from eligible persons for engagement of the following stuff on purely contract basis in the MPLADS section, Office of the District Magistrate, Jalpaiguri from 30/03/2023 at 11.00 A.M. to 13/04/2023 at 11:59 P.M.

Sl. No	Name of the Post	No. of Post	Age (As on 01.01.2023)	Minimum Qualification (As on 01.01.2023)	Experience (As on 01.01.2023)	Consolidated Remuneration (in Rs.)
1.	Sub-Assistant Engineer (SAE)	01	36 years	Diploma in Civil Engineering from any recognized University or equivalent With Certificate in Computer Application from any recognized institution or equivalent.	Adequate knowledge of computer aided design, data entry & maintenance of accounts related different scheme.	Rs. 30,000/-
2.	Accountant-cum-Data Entry Operator (ADEO)	01	36 years	Graduate in Commerce from any recognized University or equivalent with Certificate in Computer Application from any recognized institution or equivalent.	Adequate knowledge in Govt. Accounting procedure & Data Entry Operation.	Rs. 25,000/-
3.	Data Entry Operator (DEO)	01	36 years	Graduation in any stream from any recognized University or equivalent with Certificate in Computer Application from any recognized institution or equivalent.	Nil	Rs. 11,000/-

GENERAL GUIDELINES

Selection procedure:

- 1) The eligible candidate will appear in written test of 80 marks. The written examination will have objective type multiple choice questions and the distribution of marks are as follows
 - a) Bengali: 10 marks.
 - b) English: 10 marks.
 - c) General awareness (including arithmetic): 20 marks.
 - d) Job specialization oriented: 40 marks.
- a) Computer test: 10 marks. (post specific computer applications including typing skill in both languages i.e. English and Bengali)
- b) Viva voice test: 10 marks.



- c) All questions will be in English language except Bengali portion.
- d) Question will be of 10th standard or its equivalent for Bengali, English and General awareness (including arithmetic) and Job specialization oriented question will be minimum educational qualification standard.
- e) Final merit list will be the aggregation of written test, computer test and viva voice marks.

General instructions:

- Age not more than 36 years as on 01.01.2023 (i.e. born not earlier than 2nd January, 1987). The upper age limit is relaxable by 5 years for S.C. & S.T. candidates and by 3 years for O.B.C. [non-creamy layer] candidates of West Bengal. In the case of Persons with Benchmark Disabilities (PWD), the upper age limit is relaxable upto age 45 years. No relaxation is applicable to S.C./S.T./O.B.C. candidates of other States as they shall be treated as general candidates. Date of birth as recorded only in the Madhyamik or equivalent certificate will be accepted.
- At least 2 (two) years work experience (desirable) as on 01.01.2023 is required in relevant field for Sub-Assistant Engineer (SAE) & Accountant-cum-Data Entry Operator (ADEO) and no work experience is required for Data Entry Operator (DEO).
- Ability to read, write and speak in Bengali is an essential requirement but such knowledge is not mandatory for candidates whose mother tongue is other than Bengali, unless specifically mentioned. such ability will be tested at the time of interview.
- Any Indian citizen is eligible for these posts.
- A candidate can apply for only one post.
- A candidate can submit only one application.
- The online application link and instructions will be provided in the website at <http://www.jalpaiguri.gov.in>.
- Before applying online, candidate should scan their recent photograph, signature & Aadhar card.
- Signature in CAPITAL LETTERS will NOT be accepted. The application will be treated as cancelled.
- Candidate have a valid email ID and SMS DND deactivated Phone number which should be kept active till the completion of this Recruitment Process for the communication.
- Before appearing the written test all the documents in original will be verified.
- All the requisite qualifications and work experiences need to be fulfilled as on 01.01.2023 and the copies of the qualifications and experience needs to be submitted along with the online generated application at the time of verification.
- No TA & DA is admissible for attending verification / written test / computer test / viva voice examination.
- If at any stage even after issue of call letter a candidate is found ineligible in terms of the advertisement his/her candidature will be cancelled without further reference to him/her.
- The District Level Selection Committee reserves the right for rejection of any application received after due date & time etc.
- All information regarding recruitment to the post will be available, time to time, in the district's website at <http://www.jalpaiguri.gov.in>.


**Member Convener,
District Level Selection Committee
&
District Planning Officer,
Jalpaiguri**