

**Government of West Bengal
Office of the District Magistrate**

**Nadia
Health Cell**

Memo....207/Hc

Date. 01.09.09

NOTICE

Applications are invited from Indian citizens for the following posts under Block PMU setup fulfilling the criteria mentioned against each:

Sl.	Name of Post	No. of Vacancy	Reserved for	Block
1.	Block Accounts Manager	03	Unreserved	Krishnagar-1, Hanskhali, Haringhata
2.	Data Entry Operator	01	Scheduled Caste	Karimpur-2

Eligibility criteria for posts of Block Accounts Manager:-

1.	Educational Qualification:	Minimum Bachelors Degree in Commerce from any reputed University with advanced knowledge in Computer.
2.	Residence:	Preference shall be given to candidates having residence in respective Block.
3.	Age:	Upper age limit is 35 years as on 01.01.2009

The post will carry a consolidated pay of Rs. 11040/- per month .

Eligibility criteria for post of Data Entry Operator (reserved for Scheduled Caste):-

1.	Educational Qualification:	Graduate (B.Sc/B.Com/B.A) from any recognized University with Diploma in Computer Application (DCA) from WBUTE, DOEACC, IGNOU or any recognized University or CMC Ltd. Or WEBEL Ltd. Of West Bengal
2.	Residence:	Preference shall be given to candidates having residence in Karimpur-II Block.
3.	Age:	Upper age limit is 35 years as on 01.01.2009
4.	Typing Speed:	Minimum 30 words per minute

5.	Technical Knowledge:	Knowledge in computer Hardware, working skill in LAN Environment/ Software understanding of Health Information Management System will be treated as additional advantage.
6.	Working Experience:	Minimum 2 years working experience as Technical Support Person, IT Assistant, Programming etc.
7.	Package Knowledge:	Operating System: Windows XP Office Automation: MS Word, Excel, Access Internet Experience: Through working experience in Windows Explorer.

The post will carry a consolidated pay of Rs. **8840/- per month**.

Both the posts 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 apply in plain paper (with recent colour photograph of the candidate) along with necessary documents in support of age, educational qualifications, computer proficiency and place of residence. The applications should be submitted to the **District Magistrate, Nadia, office at Nadia Collectorate, Krishnagar-741101** on or before 24.09.2009 within 4 PM.

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 candidates 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