

Government of West Bengal
Office of the District Magistrate, Paschim Medinipur
(Panchayats & R.D. Deptt.)

N O T I C E

Applications are invited for the post of **Executive Assistant** for Gram Panchayat in the District of Paschim Medinipur from Indian Citizens as defined in Part-II of the Constitution of India. The eligibility criteria of the candidates is as below:

1	Name of Post	Executive Assistant
2	Pay band - 3	Rs. 7100/- – Rs. 37600/-
3	Age	18-37 years as on the 1st day of January, 2009. The upper age limit is relaxable for SCs, STs, OBC and Ex-Servicemen, Exempted categories in terms of Rules and Orders issued by the State Govt. from time to time.
4	Total Nos. of Post	27 (twenty seven) [Gen-15, SC-6, ST-4, OBC-2] and also for a panel which will remain valid for one year from the date of publication of result.
5	Qualification	a) Essential : (i) Bachelors' Degree from any recognized University. (ii) Diploma in Computer Application from any Institute recognized by the State Govt. or the Central Government of State Council or Technical Education of All India Council of Technical Education. b) Desirable : (i) Post Graduate Degree or Diploma in Social Work or Rural Development from any recognized Institute or University. (ii) Experience in Social work or Rural Development.

Applications with attested copies of mark sheets of all academic examination passed and of age, educational qualifications, computers training and experience, if any and two attested recent photographs of passport size must reach the **District Panchayats & Rural Dev. Officer, Paschim Medinipur, Collectorate Building, Post Office – Midnapur, PIN - 721101, District - Paschim Medinipur** by 5 P.M. on 11th September, 2009. One copy of the photographs with full signature should be pasted on the application and another copy should be enclosed with the application. **The envelope must be superscribed with the name of the post for which application is being submitted.** Application can be dropped in the drop box kept at DPRDOs Office on working days. Letter by Registered Post only will also be accepted. Letter by Courier Service will not be accepted. The authority will not be responsible for any postal delay in the matter of delay in receipt of application.

Format of application:– (a) Name, (b) Father's/Husband's name (c) Address for communication including Block and Gram Panchayat, (d) Permanent address (e) Date of Birth, (f) Educational qualification with year, name of Board/University with subjects taken and percentage (%) of marks scored (g) Category (Gen/SC/ST/OBC/EC/PH) (h) Citizenship (i) Name and address of the Institute

awarding certificate of Bachelors' Degree from any recognized University, Diploma in Computer Application from any Institute recognized by the State Govt. or the Central Government of State Council or Technical Education of All India Council of Technical Education (j) Authority by which the Institute is recognized (like the Deptt. of Central Govt./State Govt. or State Council of Technical Education or All India Council of Technical Education, (k) Details of Experience (l) Any other information (m) Certificate of correctness etc.- " I, Sri/Smt _____, S/D/W of _____ do hereby certify that the information furnished by me hereinbefore is correct and complete to the best of my knowledge and belief. I understand that submission of false information will make my candidature rejected".

Unsigned applications or applications without necessary enclosures or applications received after the last date will not be entertained. The applications without the above information will be treated as incomplete applications and will be liable to be rejected. The candidates will be bound to show the copy of the letter of recognition of the Institutes awarding the certificate of training in computer at the stage of interview failing which their candidature will be liable to be cancelled. The Selection Committee reserves the right to shortlist the candidates before holding the written test @ 40 per each vacancy based on the marks obtained in qualifying examination. Mere submission of application does not confer any right upon the candidate to be called for the Selection Test. **Other details can be available from the District Panchayats & Rural Dev. Officer, Paschim Medinipur on any working days and in district websites i) www.paschimmedinipur.gov.in ii) www.zpamidwest.org iii) www.deopaschimmedinipur.org**

Last date of receiving of application is 11/09/2009.

**Executive Officer,
Paschim Medinipur Zilla Parishad
&
Chairman,
District Level Selection Committee**

Memo No. _____

Date: ____/____/2009

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

1. Sabhadhipati, Paschim Medinipur Zilla Parishad.
2. Additional Executive Officer, Paschim Medinipur Zilla Parishad.
3. Sub-Divisional Officer, Medinipur Sadar / Kharagpur / Jhargram / Ghatal.
4. DIO, NIC, Paschim Medinipur.
5. Officer-in-Charge, Election Section, Paschim Medinipur.
6. Sabhpati (All), _____ Panchayat Samity.
7. Block Dev. Officer & Executive Officer _____ (All).
8. District Information & Cultural Officer, Paschim Medinipur.

**Executive Officer,
Paschim Medinipur Zilla Parishad
&
Chairman,
District Level Selection Committee**