



Government of West Bengal
Office of the Block Development Officer, Santuri Development Block
P.O.- Talberia :: Dist.- Purulia.::Pin – 723156 :: e-mail:bdosanturi@gmail.com

Memo: 1065 /BDO(S)

Date: 02/07/2019

NOTICE

Applications are hereby invited from all eligible candidates for the vacant post of Assistant Accountant at Block level (MDM Sec.) temporarily on contract basis

Name of Post	Vacancy	Eligibility	Remuneration	Mode of application
Assistant Accountant	01(one) of vacant post	<ol style="list-style-type: none">1. The candidate has to be resident of the district of Purulia2. The age of the candidate should not be above 63 years as on 01.07.20193. The candidate should be a retired staff with minimum five years accounting experience as In Govt. Offices.4. The candidate knowing computer will get preference	Rs. 11000/- per month or difference between last basic pay drawn and pension whichever is less.	<ol style="list-style-type: none">1. The format of application are available at BDO office2. The application form duly filled in closed cover dropped in the 'Drop Box' at BDO office, Santuri

Last date of submission of application: 15/07/2019

Selection Procedure

Application form has to be submitted in sealed envelope. The envelope should contain the following information. "Name of the candidate....." and "Name of the Post applied for:....." Receipt has to be issued by the BDO office. The application so submitted will be sent to the Block selection committee. The Block selection committee will scrutinize the applications and finalize the candidates to be called for personality test cum Viva-Voce. The date of Personality Test cum Viva Voce, if any will be informed later. Incomplete application will be summarily rejected.

Document to be submitted:-

No document has to be enclosed with the application. Attested copies of following documents have to be submitted during the Personality Test. Original copies of following documents have to be produced during the Personality Test cum Viva-Voce.

1. EPIC (attested copy)
2. Residential Certificate from the BDO in case of Block area and SDO in case of Municipality area (Original Copy)
3. Age proof-Admit card of Secondary Examination/Pension Paper (attested copy)
4. Certificate from the Head of the Govt. Office(s) as a proof of computer knowledge (Original copy)
5. Original copy of Last Basic Pay Certificate from the Head of the office attended last (attested copy)
6. Pension paper (attested copy)

Block Development Officer
Santuri Development Block
02/7/19

Copy forwarded for information to the:

1. The District Magistrate, Mid-Day-Meal cell, Purulia
- 2-4. The Subdivisional Officer, Raghunathpur, Jhalda, Manbazar, Purulia Sadar
5. District informatics Officer, NIC, Purulia with requested to upload the notice along with the application formats in official website of DM, Purulia.
6. Sabhapati, Santuri Panchyat Sammity
7. SI of Schools, Santuri CLRC.
8. AHC, Santuri Dev. Block with request to publish this notification to the daily news paper.
- 9-15. Pradhan, All GP under Santuri Dev. Block
16. Office Copy
17. Notice Board.

DM
Block Development Officer
Santuri Development Block
02/7/19

Application form for the post of Assistant Accountant

Recent Passport
size photograph
has to be affixed
and attested by
Gazetted Officer

1. Application for the post of :
2. Name of the candidate (in Block letter) :
3. Name of the father/husband :
4. Date of birth :
5. Age as on 01/07/2019 :
6. Permanent Address :

7. Present Correspondence Address :
8. Contact No. :
9. Name of the post last held :
10. Name of the Govt. Office(s) in which worked for 5 yrs. Last attended:
11. Last Basic Pay drawn :
12. Amount of Pension drawn in full :
13. Difference between 11 & 12 :
14. Computer knowledge : Yes/No

I hereby declare that if I am selected, I will be ready to work in place where I will be posted. I also declare that the above information is true to the best of my knowledge. If any information produced above is proved to be wrong I will be held responsible and action will be taken against me as per law.

Date:
Place:

(Signature of the applicant)