

ALIPURDUAR ZILLA PARISHAD
MAYA TALKIES ROAD, ALIPURDUAR, P.O. & DIST. ALIPURDUAR
PIN. 736121, PH. & FAX No. 03564-257587
e-mail: aeoalipurduar@gmail.com

Notification No1222/1(10)/G...

Date: 28.08.2018

Applications are hereby invited from the eligible candidates for filling up the following posts purely on contractual basis in the office of the Alipurduar Zilla Parishad for smooth implementation of the SSK/MSK :

Sl. No	Name of the post	No. of post	Eligibility criteria		Monthly Remuneration
			Essential	Age	
01	Programme Assistant cum Data Entry Operator	01	a)Must be a resident of West Bengal b)Graduate from a recognised university. c)Knowledge in computer application is preferable.	Age: 21-40 yrs as on the 31.03.2018	Rs.12,150/- Consolidated

The engagement will be made on the basis of walk-in-interview to be conducted by the Alipurduar Zilla Parishad of all the eligible candidates followed by computer proficiency test of short listed and meritorious candidates of the walk-in-interview. Final merit list will be prepared on the basis of the total marks obtained in the walk-in-interview and computer proficiency test. If at any stage even after issue of the engagement letter, a candidate is found ineligible in terms of advertisement his/her candidature will be cancelled without further reference to him/her.


The engagement shall be for a period of one year. The authority may renew the contract after each year. The contract may be terminated from either side after serving a notice for two months.

Last date of submission of application is fixed on 15/09/2018 till 5:30 pm through Registered Post/Speed post/Courier addressed to the "Office of the Alipurduar Zilla Parishad, Maya Talkies Road, Alipurduar, P.O. & Dist .Alipurduar, PIN. 736121".

Application may also be dropped by hand in the relevant "Box" kept in the office of the Alipurduar Zilla Parishad.

Application in the prescribed format(as given) and other self-attested documents of Age proof(Madhyamik Admit card/Birth Certificate),Educational Qualification,Computer Education if any and experience certificate if any should be put in ENVELOP and super scribed by the words "Application for the post of the PA cum Data Entry Operator" .One self-addressed envelop should be submitted with the application.


Applicants may also visit the website www.alipurduarzp.org and www.alipurduar.gov.in


Chairman of the Recruitment Committee
&
Additional Executive Officer
Alipurduar Zilla Parishad
Date: 28 / 08 /2018

Memo No: 1222/1(10)/G

Copy forwarded for information to :

- 1) The Sabhadhipati, Alipurduar Zilla Parishad.
- 2) The Additional District Magistrate & Additional Executive Officer, Alipurduar Zilla Parishad
- 3) The Secretary, Alipurduar Zilla Parishad
- 4) Karmadhyaksha of the Shiksha, Sanskriti, Tathya 'O' Krida SS, Alipurduar Zilla Parishad & Member of the Recruitment Committee (SSK/MSK)
- 5) The DIO, Alipurduar with a request to upload the Notification along with Application Format in the Official Website of the Alipurduar District for wide publicity.
- 6) The DIC, Alipurduar for wide publicity.
- 7) The ADS, Alipurduar ZP for uploading in the ZP website.
- 8) The Ca to the District Magistrate, Alipurduar.
- 9) The office file.
- 10) Notice Board


Chairman of the Recruitment Committee
&
Additional Executive Officer
Alipurduar Zilla Parishad

Application Format

To
The Chairman of the Recruitment Committee
&
Executive Officer
Alipurduar Zilla Parishad

Paste recent
passport size
colour
photograph

1) Name of the applicant(in capital letter):

2)Father's/Guardian's name:

3)Application for the post of:.....

4)Date of birth:

(self- attested photocopy to be attached)

5)Correspondence Address:

PIN Code:

6)Permanent Address:

PIN Code:

7)Mobile No.....

8)Educational Qualification:

(self- attested photocopy to be attached)

9)Working Experience (If any) :.....

(self attested Xerox Copies to be attached)

I do hereby declare that the particulars furnished by me are true to the best of my knowledge and belief. In case of any discrepancy,my candidature is liable to rejection.

Date. / /

Place

.....
Full Signature of the applicant