

দক্ষিণ ২৪ পরগনা জেলা প্রাথমিক বিদ্যালয় সংসদ

১৯বি, বালিগঞ্জ স্টেশন রোড, বল্লভগঞ্জ - ৭০০ ০১৯

SOUTH 24 PARGANAS DISTRICT PRIMARY SCHOOL COUNCIL

19B, BALLYGUNGE STATION ROAD, KOLKATA-700 019

Memo No. 03/St. Appt./2013

Date 19.02.2013

EMPLOYMENT NOTICE

Application in prescribed proforma is hereby invited from Indian national only for recruitment of Staff for filling up several vacancies as given below:

Sl. No.	Name of the posts	Total No. of Posts	CATEGORY					
			UR	SC	ST	OBC-A	OBC-B	PH
1	Lower Division Clerk	8	4	2	1	1		
2	Clerk Cum Typist	1					1	
3	Typist	1						1
4	Work Sarkar	1	1					
5	Group-D	3	2	1				
6	Law Assistant	1	1					

Before submitting the Application Form, the applicant must satisfy himself/herself that he/she possesses the eligibility conditions as laid down to avoid rejection of candidature. Academic qualification and Caste Certificates obtained and/or claimed after submission of Application Form shall not be entertained.

Age Limits: Has completed the age of 18 years and has not completed the age of 37 years as on 01.01.2013. Age relaxation will be made as per Govt. norms. SC, ST and OBC-A and OBC-B. Candidate not belonging to the State of West Bengal shall be treated as unreserved candidates.

Essential Qualification :

For Sl. No. 1,2,3 & 4

: Madhyamik or equivalent or erstwhile Higher Secondary (Class-XI) examination from recognized Board/Council. The Government shall have the power to decide the equivalence of qualification and its decision thereon shall be final.

For Sl. No. 5

: Class VIII Pass

For Sl. No. 6

: L.L.B degree from a recognized institution.

For Sl. No. 2 & 3

: English/Bengali typing with a minimum speed of 30 words per minute.

No additional advantage will be given for higher academic qualification for the purpose of recruitment. Candidate must be able to read and write Bengal/English language.

Desirable Qualification :

: Proficiency in computer operation on latest software and different packages suitable for office managements. For the post of Law Assistant practice in judicial work in any court is preferable.

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19B, BALLYGUNGE STATION ROAD, KOLKATA-700 019

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Application Procedure :

Application Form may be collected and submitted from/at South 24 Parganas District Primary School Council, 19B, Ballygunge Station Road, Kolkata-19 from 21.02.2013 to 28.02.2013 from 11 am to 4 pm excluding 24.02.13 by making a payment of Rs. 200 (Rs. 100 for SC, ST, OBC and PH candidates). Candidates must not attach any other documents with filled in application form. An applicant may apply for different posts but he/she must apply in different application forms. In such cases he/she will be allowed to appear in recruitment process of only one post of his/her choice.

Distribution of Admit Cards:

Admit Card will be issued to the eligible candidates from 07.03.12 to 09.3.12. Two recent passport size photograph needed for admit card. Candidates sponsored by Employment Exchange in the year 2008 will also get admit card on the same date.

Incomplete and/or faulty application will be rejected without any information to the candidate. Canvassing for job in any form shall lead to cancellation of candidature.

THOSE WHO WERE SPONSORED FROM DIFFERENT EMPLOYMENT EXCHANGE ON MARCH 2008 NEED NOT APPLY FOR THE POST AS DESCRIBED IN SL. NO. 1 and SL. No. 5.

Tentative date of written selection test 24th March, 2013.

New applicants have to show the original receipt of the application form at the time of collection of Admit card.

Previously sponsored candidates have to show any Govt. Photo Identity Card (e.g. EPIC, Driving License, Old Admit Card, AADHAR, Passport) and Exchange Card at the time of collection of Admit Card.

Nobody except the applicant will be allowed to collect the admit card.

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Marks Division of Different Posts

Post	% of marks obtained	Written Test	Oral	Total Marks
Lower Division Clerk & Work Sarkar	Madhyamik or Equivalent = 60	30	10	100
Clerk cum Typist & Typist	Madhyamik or Equivalent = 60	Written = 15 Type Test = 15	10	100
Law Assistant	Madhyamik or Equivalent = 15 H.S. or Equivalent=15 L.L.B. = 40	Drafting of Affidavit=10 Drafting Memorandum of Appeal = 10	10	100
Group-D	Class VIII Passed (No Marks)	Reading Skill=10 Writing Skill=10	10	30


(Suranjana Chakraborty)
Chairperson
South 24 Parganas
District Primary School Council