

**GOVERNMENT OF WEST BENGAL**  
**Office of the District Magistrate, Dakshin Dinajpur**  
**&**  
**Executive officer, Dakshin Dinajpur Zilla Parishad**  
**(Panchayat & R.D Section )**

**NOTICE OF EMPLOYMENT**

No. 222/DPRD

Dated, Balurghat the 27<sup>th</sup> February ,2018

Applications are invited from the citizens of India for appointment to the following posts of Gram Panchayat in the District of Dakshin Dinajpur.

Post code : NS

1)	Name of Post	NIRMAN SAHAYAK OF GRAM PANCHAYAT
2)	No. of Post	4(four) UR(EC)-1, SC- 1,OBC-B(EC)-1, UR(Meritorious Sportsman)-1
3)	Scale of Pay	Pay Band-4 : ₹ 9,000-40,500/- + Grade Pay ₹ 4,400/-
4)	Qualification	Diploma in Civil Engineering from any Institute recognized by the State Government or Central Government. (Must possess Requisite qualification on the date of Advertisement).
5)	Age	18 to 40 years as on 01.01.2018 with 5 years relaxation allowed for the SC & ST candidates and 3 years relaxation allowed to OBC candidates and relaxation to other categories of candidates allowed in terms of rules and orders issued by the Govt. which is in force on the date of advertisement.

Post code : EA

1)	Name of Post	EXECUTIVE ASSISTANT OF GRAM PANCHAYAT
2)	No. of Post	7(Seven) UR(Person with disable)-1,OBC-A(EC)-1, UR-1, SC- 2, UR(EC)-1, UR(Ex-servicemen)-1
3)	Scale of Pay	Pay Band-3 : ₹ 7,100-37,600/- + Grade Pay ₹ 3,600/-
4)	Qualification	(A) Bachelor's Degree from a recognized University. (B) Diploma in Computer Application from any institute recognized by the State Govt. or Central Govt. of state Council or Technical Education of All India council of Technical Education. (Candidates must possess requisite qualification on the date of Advertisement).
5)	Desirable :-	A) Post Graduate degree or diploma in Social work or Rural Development from recognized Institute or University. B) Experience in Social work or Rural Development.
6)	Age	18 to 40 years as on 01.01.2018 with 5 years relaxation allowed for the SC & ST candidates and 3 years relaxation allowed to OBC candidates and relaxation to other categories of candidates allowed in terms of rules and orders issued by the Govt. which is in force on the date of advertisement.

Post code : GPS

1)	Name of Post	GRAM PANCHAYAT SECRETARY
2)	No. of Post	3(three) UR(EC)-1, UR(Ex-serviceman)-1, SC- 1
3)	Scale of Pay	Pay Band-2 : ₹ 5,400-25,200/- + Grade Pay ₹ 2,600/-
4)	Qualification	Must have passed the Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent examination from any recognized Board of Council or University. (Candidates must possess requisite qualification on the date of Advertisement)
5)	Age	18 to 40 years as on 01.01.2018 with 5 years relaxation allowed for the SC & ST candidates and 3 years relaxation allowed to OBC candidates and relaxation to other categories of candidates allowed in terms of rules and orders issued by the Govt. which is in force on the date of advertisement.

Post Code : GPK

1)	Name of Post	GRAM PANCHAYAT KARMEE
2)	No. of Post	35(thirty five),ST-2,SC-5,OBC(A)-2,OBC(B)-2, UR-11, UR(EC)-4, OBC(B-EC)-1, SC(EC)-1,UR(Meritorious sportsman)-1, UR(Ex-serviceman)-4, SC(Ex-serviceman)-1, UR(person with Disable)-1
3)	Scale of Pay	Pay Band-2 : ₹ 4,900-16,200/- + Grade Pay ₹ 1,700/-
4)	Qualification	i) Must have to be a citizen of India as define in Part II of the Indian Constitution. ii) Must have passed the final examination of Class-VIII from any recnized Institution.
5)	Age	18 to 40 years as on 01.01.2018 with 5 years relaxation allowed for the SC & ST candidates and 3 years relaxation allowed to OBC candidates and relaxation to other categories of candidates allowed in terms of rules and orders issued by the Govt. which is in force on the date of advertisement.

Post Code : SEO

1)	Name of Post	SAMITI EDUCATION OFFICER of Panchayat Samiti
2)	No. of Post	1(One) OBC-B
3)	Scale of Pay	Pay Band-3 : ₹ 7,100-37,600/- + Grade Pay ₹ 3,600/- with higher initial start of ₹ 4250/- [Revised Pay structure (PB-3) (Entry Point minimum Pay ₹ 7910/- Plus Grade Pay ₹ 3600/-).
4)	Qualification	Candidates must possess Graduate Degree with M.ED. or Graduate Degree with 3(three) years experience in teaching of any primary or secondary school or Graduate degree with three years' experience of working in Government sponsored alternative system of Education or Graduate Degree with three years' experience in management of education.
5)	Age	18 to 40 years as on 01.01.2018 with 5 years relaxation allowed for the SC & ST candidates and 3 years relaxation allowed to OBC candidates and relaxation to other categories of candidates allowed in terms of rules and orders issued by the Govt. which is in force on the date of advertisement.

**Syllabus for Written Examination:** The eligible candidates will be called for a Written Test of objective type having multiple choice type question (MCQ).

Name of post.	Mode of Examination	Syllabus.	Standard of question.
Executive Assistant.	Part I. Written Examination – 85 Marks. Part II. Viva-Voce – 15 Marks	English: 25 Marks;	Higher Secondary or its equivalent examination.
		Bengali: 25 Marks;	Higher Secondary or its equivalent examination.
		Arithmetic: 25 Marks.	Madhyamik or its equivalent examination.
		General Knowledge: 10 Marks.	Emphasis on Rural Life and Rural Development.
Nirman Sahayak.	Part I. Written Examination – 85 Marks. Part II. Viva-Voce – 15 Marks	Engineering (Civil): 65 Marks;	
		English: 13 Marks;	Madhyamik or its equivalent examination.
		General Knowledge: 07 Marks.	Emphasis on Rural Life and Rural Development
Secretary.	Part I. Written Examination – 85 Marks. Part II. Viva-Voce – 15 Marks	English: 25 Marks;	Madhyamik or its equivalent examination.
		Bengali: 25 Marks;	Madhyamik or its equivalent examination.
		Arithmetic: 25 Marks.	Madhyamik or its equivalent examination.
		General Knowledge: 10 Marks.	Emphasis on Rural Life and Rural Development.
GP Karmee	Part I. Written Examination – 43 Marks. Part II. Viva-Voce – 7 Marks	Bengali: 13 Marks;	Standard of question of Bengali, English, Arithmetic will be as per syllabus of class VIII of West Bengal Board of Secondary Education or its equivalent.
		English: 10 Marks;	
		Arithmetic: 10 Marks.	
		General Knowledge: 10 Marks.	

Name of post.	Mode of Examination	Syllabus.	Standard of question.
Samiti Education Officer	Part I. Written Examination – 200 Marks Part II. Personality Test – 35 Marks	<b>Bengali</b> i) Translation from English to Bengali (Paragraph of more or less 200 words) : 15 Marks ii) Paragraph writing or writing report on given topic : 15 Marks iii) Writing a letter in Bengali/Nepali -10 Marks	Higher Secondary or its equivalent - 50 Marks
		<b>English</b> i) Writing a paragraph in about 250 words – 10 Marks ii) Comprehension Test - 10 Marks iii) Precis Writing - 10 Marks iv) Letter Writing - 10 Marks v) Grammar - 10 Marks	Higher Secondary or its equivalent examination - 50 Marks.
		<b>Simple Arithmetic:</b>	Madhyamik or its equivalent examination - 50 Marks.
		<b>General Knowledge &amp; mental Ability Test</b> i) General Knowledge - 40 Marks ii) Mental Ability Test - 10 Marks	50 Marks

- All Successful Candidates of written examination will be called for an interview in the ratio of 1:5 against the total number of vacancies in a particular post. The final merit list will be prepared on the basis of the total marks obtained in the written examination, computer test (wherever applicable) and viva-voce.
- The successful candidates of the post for which computer knowledge is essential or desirable, shall have to undergo a computer test at the time of Viva-voce.

**GENERAL INSTRUCTIONS**

- ❖ **Scanned recent passport size photograph & scanned signature** of the candidate should be uploaded with application form.
- ❖ Before the final selection, the candidates have to submit the certificate in original in support of their claim –
  - Academic Qualifications.
  - Desirable Qualifications (where ever applicable)
  - Certificate regarding Birth
  - Caste Certificate (where ever applicable)
  - Certificate on Disability (where ever applicable)
  - Certificate of Employment Exchange ( Exempted Category Cell )( wherever applicable )
  - Certificate in respect of Person with disable is required 40% P.H from the competent Authority.
  - Certificate in respect of Meritorious sportsman is required from State level or National level.
  - Relevant documents of Ex -Serviceman (where ever applicable).
- ❖ Online application will only be received from the 28.02.2018 to 15.03.2018 in the District Website i.e. [www.ddinajpur.nic.in](http://www.ddinajpur.nic.in)

**GENERATION OF ADMIT CARD & DATE OF EXAMINATION**

- ❖ Admit Card for written examination with date and venue shall be notified later . Admit Card may be downloaded from District's Website at [www.ddinajpur.nic.in](http://www.ddinajpur.nic.in)
- ❖ Under no circumstances admission will be allowed without the Admit Card and one photo bearing document like EPIC or Admit Card of Madhyamik (if it is photo bearing) or Driving License or PAN Card or Aadhar Card or Bank Pass Book with photograph.
- ❖ Date of examination will be notified later on.

**GROUND OF REJECTION OF APPLICATION FORM**

- ❖ Application received only through online shall be entertained. **No application shall be received after 15.03.2018 last date i.e. upto 5.30 P.M on 15.03.2018.**
- ❖ Application form without the **scanned signature & scanned photograph** of the applicant shall be rejected.
- ❖ Application incomplete in any respect shall be rejected.
- ❖ If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his/her candidature shall summarily be rejected.
- ❖ No hard copy of application to be sent to this office.
- ❖ **The District Level Selection Committee has been empowered to cancelled the Advertisement/ Recruitment Process without assigning any reason thereof at any time.**
- ❖ Use of Pager, Mobile Phone, Calculator smart watch etc. and any type of electronic gadgets inside examination hall is strictly prohibited and use of the same will lead to cancellation of candidature without giving an opportunity of being heard.

**Note:**

- 1) Total vacancies as stated above is purely provisional and subject to revision.
- 2) If any change takes place in the vacancy position or any other issues directly related with this notification will be brought to the notice of candidates in manner as decided by the District Level Selection Committee.


  
 District Panchayat & RD Officer  
 &  
 Member Secretary, DLSC  
 Dakshin Dinajpur

Memo No . 222/1(16)/DPRD

Dated, Balurghat the 27<sup>th</sup> February ,2018

Copy for information and wide publicity to :

- 1) The Special Secretary to the Govt. of West Bengal, Panchayat & Rural development Department.
- 2) The Additional Executive Officer, Dakshin Dinajpur Zilla Parishad.
- 3) The Sub-Divisional Officer, Gangarampur Sub-Division/ Balurghat Sadar.
- 4-11) The Block Development Officer, \_\_\_\_\_ Development Block(All) with a request for wide Publicity.
- 12) The DIO, NIC with a request to upload the Notice along with the specimen format in the District website.
- 13) The DICO, Dakshin Dinajpur.
- 14) The Employment officer, Dakshin Dinajpur.
- 15) The CA to DM, D/Dinajpur .
- 16) Notice Board.

  
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 &  
 Member Secretary, DLSC  
 Dakshin Dinajpur