

Office of the District Project Officer
Sarva Shiksha Mission
Tamluk: Purba Medinipur

RECRUITMENT NOTICE

Memo No.:40/Estt./SSM

Date: 18.01.2017

Online applications are invited from eligible candidates for filling up purely temporary contractual posts of Block MIS Co-ordinators (03 posts) and Block Data Entry Operator (07 posts) for a period of one year and extendable upto three years under the control of District Project Officer, Sarva Shiksha Mission, Purba Medinipur. Details (Annexure-I and Annexure-II) regarding qualifications, experience, remuneration, procedure of selection and name of the Block in the district will be available at www.purbamedinipur.gov.in.

Advertisement for filling up the vacant post of Block MIS Coordinator and Block Data Entry Operator as stated below:-

Vacancy for Block MIS Coordinator		
Sl. No.	Name of the Block	No of vacant post
1	Chandipur	01
2	Nandigram-I	01
3	Patashpur-II	01

Vacancy for Block Data Entry Operator		
Sl. No.	Name of the Block	No of vacant post
1	Bhagwanpur-II	01
2	Sutahata	01
3	Contai-I	01
4	Ramnagar-II	01
5	Patashpur-II	01
6	Kolaghat	01
7	Tamluk	01

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
Terms and Condition:-

1. The applicant must be a resident of Purba Medinipur district.
2. An applicant can apply for one Block and one post only.
3. **Willing candidates should submit application through online through district website. After submitting online application the print copy (Hard Copy) of Application Form with all self attested testimonial documents to be submitted to the District Project Officer, Sarva Shiksha Mission, Purba Medinipur, P.O.- Salgachia, P.S. -Tamluk, Pin-721636 either by post or by hand in a drop box.**
4. Unsigned print copy and without requisite testimonial/enclosure or print copy of application received after the last date of submission of print copy will not be entertained. The authority will not be responsible for any postal delay in the matter of receipt of application.
5. The post of Block MIS Co-ordinator carries a contractual consolidated remuneration of Rs.15000/-(Fifteen thousand) per month and the post of Block Data Entry Operator carries a contractual consolidated remuneration of Rs.11000/-(Eleven thousand) only per month.

Age (For both the posts): Minimum 21 years and Maximum 37 years as on 1st January, 2017.

Last date of Submission of online application - 6th February, 2017 upto 5.00 p.m..

Last date of Submission of print copy of online application-13th February,2017 upto 5.00 p.m.

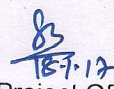

District Project Officer
Sarva Shiksha Mission
Purba Medinipur: Tamluk

Memo No. 40/Estt./SSM

Dated : 18.01.2017

Copy forwarded for information and requested to arrange for publish the notice in notice board to:

1. The Secretary, Purba Medinipur Zilla Parishad.
2. The Chairman, DPSC, Purba Medinipur.
3. The Karmadhyaksha, Shiksha, Sanskriti, Tathya-O-Krira Sthayee Samity, Purba Medinipur Zilla Parishad.
4. The Sub-Divisional Officer (All), Purba Medinipur.
5. The District Inspector of Schools (S.E.), Purba Medinipur.
6. The District Inspector of Schools (P.E.), Purba Medinipur.
7. The District Information and Cultural Officer, Purba Medinipur.
8. The Block Development Officer (all), Purba Medinipur.
9. The DIO, NIC, Purba Medinipur with request to upload the notice in district website with online application form.
8. The Circle Project Co-ordinator (All), CLRC, Purba Medinipur.
9. C.A. to the Sabhadhipati, Purba Medinipur Zilla Parishad.
10. C.A. to the District Magistrate, Purba Medinipur
11. C.A. to the Additional District Magistrate (Gen.), Purba Medinipur.

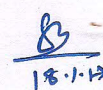

District Project Officer
Sarva Shiksha Mission
Purba Medinipur: : Tamluk

**Recruitment Norms and Process for
Block MIS Co-ordinators under Sarva Shiksha Mission, Purba Medinipur.**

1. Educational Qualification: BCA or Equivalent Degree / BSC in Computer Science / Graduate with DOEACC 'A' Level from a recognized University / Institution as a regular student.
2. Computer Knowledge : Will have to sit for a practical test on MS Office and Oracle.
3. Experience : One year in a related field is desirable.
4. Method of Screening : Ten Candidates for each vacancy on the basis of marks obtained in Bachelors Degree only.
5. Method of Selection : On the basis of the marks obtained in the Bachelors Degree Examination, the highest scoring candidates @ 10 per vacancy (for each block) available will be screened. Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner;

Sl. No.		Selection	Marks	Total	Remarks
1	Academic	1. Madhyamik 2. Higher Secondary 3. Bachelors' Degree	5 5 10	20	Marks should be awarded proportionately to the percentage (%) of marks obtained in the respective examinations
2	Practical	1. MS Office 2. Oracle	10 15	25	Candidates who do not score at least 50% in both the practical computer tests individually will be disqualified
3	Interview : Only 3 Candidates per vacancy will be called			5	
Grand Total				50	

6. Age : Minimum 21 years and maximum 37 years on 1st January 2017.
7. The applicant MUST be a resident of the concerned district. Proof of residential status of the district must be submitted (Copy of Voter ID / Ration Card / Passport / Employment Exchange Card (Most Recent) / Residential Certificate issued by the Sub Divisional Officer will only be considered).
8. Each applicant can apply for one block unit only. If it is found in any stage that I have submitted applications for more than one block and post, my candidature is liable to be cancelled".
9. Screening should first be done on the basis of minimum requirement i.e Bachelors Degree, experience of at least one year desirable.
10. After considering the minimum criteria, number of candidates for each block i.e for each post should be screened (maximum ten candidates per Block) on the basis of marks obtained at the Bachelor Degree only.
11. The applicant must be attached self attested all marks sheet and certificates of educational qualification, computer covering certificate, residential certificated, age proof and experience certificate otherwise application will be liable to cancelled.


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Annexure – II

**Recruitment Norms and Process for
Block Data Entry Operators in Sarva Shiksha Mission, Purba Medinipur**

1. Educational Qualification: Higher Secondary / 12th Standard Passed in any stream from a recognized Board with at least 50% marks as a regular student.
2. Computer Knowledge : Computer Typing Speed words per minute – English and Bengali – 30. Knowledge of Windows 98 / XP, MS Office Package, PageMaker, Bengali Software.
3. Method of Screening : Ten Candidates for each vacancy on the basis of marks obtained in Higher Secondary Examination only.
4. Method of Selection : On the basis of the marks obtained in the Higher Secondary Examination, the highest scoring candidates @ 10 per vacancy (for each block) available will be screened. Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 50 marks to be distributed in the following manner;

Sl. No.		Selection	Marks	Total	Remarks
1	Academic	1. Madhyamik 2. Higher Secondary	5 15	20	Marks should be awarded proportionately to the percentage (%) of marks obtained in the respective examinations
2	Practical	MS Office (1) Excel (2) Word (3) Power Point (4) Typing (Bengali) (5) Typing (English)	25	25	5 marks each – Candidates who do not get 50% in each component will be disqualified
3	Interview	: Only 3 Candidates per vacancy will be called		5	
Grand Total				50	

5. Age : Minimum 21 years and maximum 37 years on 1st January 2017.
6. The applicant MUST be a resident of the Purba Medinipur district. Proof of residential status of the district must be submitted (Copy of Voter ID / Ration Card / Passport / Employment Exchange Card (Most Recent) / Residential Certificate issued by the Sub Divisional Officer will only be considered).
7. Each applicant can apply for one block unit only. If it is found in any stage that I have submitted applications for more than one block and one post, my candidature is liable to be cancelled”).
8. Screening should first be done on the basis of minimum requirement i.e Higher Secondary Examination or its equivalent and certificate for computer training covering MS Office.
9. After considering the minimum criteria, number of candidates for each block i.e for each post should be screened (maximum ten candidates per Block) on the basis of marks obtained at the Higher Secondary Examination only.
10. The applicant must be attached self attested all marks sheet, certificates of educational qualification, computer covering certificate, residential certificated, age proof and experience certificate otherwise application will be liable to cancelled.

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