**Memo.No.624/ISGPP/PMU-7/2016 Dated- 19.05.2017**

**Notification for Filling up of Vacant Post on Contract basis under ISGP Programme II**

**A.** The ISGP ProgrammeII under P&RD Department invites application from suitable candidates for the following postson contract basis for implementation of the IBRD supported ISGP Programme - II, subject to the termsand conditions mentioned in this Notification.

 **1. Assistant Accounts Manager – State Level (1 Post)**

1. The initial contractual engagement and the subsequent renewal (if any) shall depend absolutely on continuation of the ISGP Programme II.
2. The minimum academic qualifications, competencies & work experiences required for the post, the range of responsibilities to be discharged are mentioned in **Table (A)**. The candidates who do not have the required academic qualifications, competencies and work experiences mentioned and who do not have capacities to discharge the responsibilities need not apply. Applications received from candidates not having the minimum academic qualifications, competencies & work experiences maysummarily be rejected.
3. The academic qualifications, competencies and work experiences mentioned in **Table (A)** are minimum as on 1st January 2017. Higher academic qualifications and richer work experiences will be given preference at the time of selection. **Upper limit of agefor the postis 35 years as on 1st January2017**.
4. Application has to be made in the prescribed Application Form(attachedwith this notification) only. Candidates must submit, along with applications, attested copies of all documentary evidences in support of their academic qualifications and work experiences. The Application Form will have to be filled up on the basis of facts which they will have to substantiate subsequently showing the originals during the selection process, failing which their candidature will be cancelled.
5. The candidates must be agreeable to work anywhere as per needs of the P&RD Department and must be people-friendly and having serving attitude and capacity to work in ateam and onProgramme mode.Those unable to join immediately after selection need not apply.
6. The application must be complete in all respects. Incomplete application will be summarily rejected.
7. Each application in sealed cover must reach Institutional Strengthening of Gram Panchayats (ISGP) Programme, Panchayats & Rural Development Department, Government of West Bengal, Millennium City IT Park, Tower - II, 3rd Floor (Unit D), DN - 62, Sector – V, Salt Lake City, Kolkata – 700091within **26May2017 (before 4-00 PM)**positively. Applications reaching the above address after the stipulated date and time will not be considered for selection. “Application for the post of …………………………………………(mention name of the post) under the ISGPProgramme” should be written on the envelope containing the filled in application form.
8. Scanned application may also be sent to the e-mail id:scu.wbisgpp@gov.in
9. Only shortlisted candidates will be called for Interview/Personality test during selection. Selection will be done on competitive basis.
10. Decision of the competent authorities in ISGPProgrammeshall be final in the matter of selection of eligible candidates. Canvassing in any manner shall lead to disqualification of candidature.

By order

 

 (S. Purkait)

ProgrammeDirector, ISGPP and

 Special Secretary to the Govt. of West Bengal

Panchayats & Rural Development Department

| **Table - A** |
| --- |
| **Sl. No.** | **Name of Post &****Mode of Engagement** | **No. of Posts**  | **Minimum Qualifications,****Competencies & Work Experience** | **Major Responsibilities** |
| **(a)** | **(b)** |  | **(c)** | **(d)** |
| **1.** | **Assistant Accounts Manager**(State level) | **01** | * Graduation with Honours in Commerce with CA (inter)/CMA (inter)/ MBA (Finance)/M.Com
* Must have excellent computer skills especially strong acumen in MS Office & financial software’s like TALLY ERP etc.
* Minimum 3 years’ post qualification work experience in accounting and financial management of any development program/project

**Knowledge, Skill & Abilities:-**• Knowledge of methods, practices, and terminology used in accounting• Must have knowledge in various statutory compliances• Sound communication skill both verbal and in writing. | * Maintenance of accounts e.g. Cash Book, Ledger & other books of accounts in TALLY-based accounting system & other statutory registers
* Consolidation of financial statements on timely basis
* To handle both External & Internal Audits
* To deal with all Statutory compliances
 |

APPLICATION FORM

**Please affix here your recently taken passport size photograph signed by you**

*(Relevant attested documents for educational qualifications and work*

*experiences need to be attached with this application form and original*

*documents will be checked at appropriate time to be notified in due course)*

1. **Name of the candidate (in Capital Letters): …………………………………….. ………**
2. **Post applied for ……………………………………………………………………………**
3. **Name of Father/Husband**…………………………………………………………………..
4. **Date of birth**:………………………………………
5. **Age as on01.01.2017**………………………………………………………………………..
6. **Gender:…………………………………………………**
7. **Nationality:**…………………………………………………………………
8. **Religion:**…………………………………………………………………………………….
9. **Caste (Gen/SC/ST/OBC)**……………………………………………………………………
10. **Communication Address:** ……………………………………………………………………….........

……………………………………........................................................................................

 …………………………………………………………..**PIN** ……..…................................

1. **Phone Number**: ….. .………………………………………………………..
2. **E-mail address(if any):** ……………………………………………………..
3. **Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name of Examination*** | ***Year of Passing*** | ***% of Marks***  | ***Subjects*** | ***Board/******University*** |
| **Secondary**  |  |  |  |  |
| **Higher Secondary** |  |  |  |  |
| **Graduation** |  |  |  |  |
| **PG Degree(s)** **(mention details)** |  |  |  |  |
| **PG Diploma(s)** **(mention details)** |  |  |  |  |
| **Others, if any** |  |  |  |  |

1. **Details of Relevant Work Experience (Starting with the current or most recent one)**

**(Add more cells and pages if required)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Organisation/Office** | **Post Held** | **From** | **To** | **Total Period****(Years & months)** |
| 1 |  |  |  |  |  |
| **Major responsibilities/tasks performed** |
| **Sl.****No.** | **Organisation/Office** | **Post Held** | **From** | **To** | **Total Period****(Years & months)** |
| 2 |  |  |  |  |  |
| **Major responsibilities/tasks performed** |
| **Total experience** |  |

1. **Current Salary in Rupees (per month)**:………………………………………………….

**(Inclusive of all components)**

1. **Whether the present organisation will release immediately (in case contractual engagement is offered) :**Yes / No (Indicate with ✔mark)

I do hereby certify that all the details stated above are true and that in case any information is found to be false and or misleading, my candidature will be liable to rejection.

Date: ……………………… Full Signature:…………………………………………

Place: ……………………...