



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE: COOCH BEHAR
MID DAY MEAL SECTION



EMPLOYMENT NOTICE

(For Retired persons only)

Last date of application- 04/07/2022

An Interview and computer test will be held at the *District Panchayat Training & Research Center, N N Road, Rail Ghunti, Cooch Behar on 06/07/2022 at 11.30 A.M.* for selection to the purely contractual post of “**Assistant Accountant**” under Mid-day-Meal Section, Cooch Behar.

Eligibility:

Retired Govt. Employee with no adverse record in service earlier.
Age limit: Not more than 64 years. No lower age limit.
Working Experience :Minimum 5(five) years' experience of Accounts work in Govt. Offices.
Computer knowledge: Knowledge in computer is desirable.
Length of service: One year from the date of joining. Likely to be extended on existing terms and conditions upon satisfactory performance during the preceding year.
Remuneration: Rs. 11000.00 per month or Re-employment remuneration whichever is less.

Total Vacancies: **10(Ten)** of posts, one each in the Office of the: -

- 1) SDO, Mathabahanga
- 2) SDO, Mekhliganj
- 3) BDO, Cooch Behar-I
- 4) BDO, Cooch Behar-II
- 5) BDO, Dinhata-II
- 6) BDO, Sitai
- 7) BDO, Tufanganj-I
- 8) BDO, Mathabhanga-I
- 9) BDO, Mathabhanga-II
- 10) BDO, Sitalkuchi.


Date and time of Interview-cum-computer test: 06/07/2022, Wednesday, 11.30 am

Place of Interview: District Panchayat Training & Research Center, N N Road, Rail Gumti, Cooch Behar.

- Interested Candidates may apply in prescribed format attaching all documents in support of their candidatures and qualification to the post.
- Filled up format with annexures in a sealed envelope to be dropped in the prescribed Drop boxes kept in your nearest SDO Offices or DM Office, Cooch Behar in person on any working day within working hours on or before 04/07/2022.
Incomplete or defective application will be rejected.

It may be noted that **application will not be accepted** through post/speed post/ courier or email/online mode.

- Name and address of the candidate are to be written clearly on the sealed envelope containing filled up format.
- While dropping the sealed envelope containing filled up format by the applicant in the prescribed Drop box at SDO/ DM Office, an **acknowledgment slip-cum-admit card** to be collected by the applicant from that Office at the same time.
- No TA / DA is admissible for attending the interview and computer test.
- The Authority has full right to appoint/transfer the incumbent to any of the BDO/SDO/DM Offices within Cooch Behar District.
- Application Format is available in the website address: www.coochbehar.gov.in. from where the same can be downloaded, filled in and submitted in the original Drop box.


Additional District Magistrate(D),
Cooch Behar.

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR
(MID-DAY-MEAL SECTION)

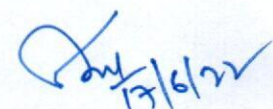
Memo. No. G/ 1359 (20)/VIII-70(A)/05/Recruitment

Dated.17.06.2022

Copy forwarded for information and wide publicity to:

- 1-5) The Sub-divisional Officers,(all)
- 6) Secretary, Zilla Sainik Board, Cooch Behar.
- 7-18) The Block Development Officers,(all)
- 19) The District Informatic Officer, Cooch Behar with a request to upload the above advertisement and prescribed application format (enclosed) to the website (www.coochbehar.nic.in).
- 20) The District Information & cultural officer, Cooch Behar with request to make arrangement to publish the employment notice in the Newspaper.

Spare copy for Office Notice Board / C.A. to D.M.


Additional District Magistrate(D),
Cooch Behar.

APPLICATION FORMAT

Application for the post of '**Assistant Accountant**'
(On purely contractual basis under Mid-day-Meal)
[*For Retired Govt. Employees only*]

POST APPLIED FOR: ASSISTANT ACCOUNTANT
In Cooch Behar

Affix Passport
size recent color
Photograph and
sign across

1	Name (in capital letters)	
2	Father's Name	
3	Sex(M / F)	
4	Present Address	
5	Permanent Address	
6	Contact No.	
7	Date of Birth	
8	Age as on	_____ Years _____ Months _____ days
9A	Working Experience [Minimum 5(five) yrs. Experience of accounts work in Govt. offices]	
9B	Extent of Computer knowledge	
10	PPO No. / Certificate from the last DDO (Copy to be submitted)	
11	Integrity/character Certificate from last HOO / DDO (Copy to be submitted)	
12	Please give 3(three) options for place of posting (Name of Sub-division / Block), if selected.	1. _____ 2. _____ 3. _____

Date : _____

Signature of the Candidate in full

- Annexures: 1) Copy of PP
2) Integrity/character certificate from the last Head of Office/ DDO
3) Working experience certificate of accounts and computer (not compulsory).