



# BIRBHUM ZILLA PARISHAD

Suri, Birbhum, PIN 731 101  
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Memo No.

/BZP

Dated, Suri, the, \_\_\_/\_\_\_/\_\_\_

## Recruitment Notice No.1/BZP/2011

Applications in plain paper (along with attested Xerox copies of testimonials, 2 copies of Passport Size Photographs & one self addressed stamped [Rs.5/-] envelop) are invited from the citizen of India for filling up the following posts at Birbhum Zilla Parishad. Terms & conditions are noted against each.

1. Assistant Engineer – 3 [three] posts Genl(EC)-1 + ST-1 + Genl[U/R]-1  
Scale of Pay- Rs.9000-40500 + Grade Pay Rs.5400/-  
Requisite qualifications:
  - i) A first class bachelor degree or equivalent in Civil Engineering from any recognized University or Council or Association,
  - ii) Minimum 2 years' experience.Age limit: 18-37 years, upper age limit relax-able in the case of S.C., S.T., O.B.C., & Ex-Servicemen as per rules and orders of the Govt. for the time being in force.
2. Sub-Assistant Engineer[Civil] – 1 [One] Genl[EC]  
Scale of Pay- Rs.9000-40500 + Grade Pay Rs.4400/-  
Requisite qualifications:

Diploma in Civil Engineering from any Council or Board recognized by the State Government,

Age limit: 18-37 years, upper age limit relax-able in the case of S.C., S.T., O.B.C., & Ex-Servicemen as per rules and orders of the Govt. for the time being in force.
3. Computer Assistant – 1 U/R  
Scale of Pay- Rs.7100-37600 + Grade Pay Rs.3600/-  
Requisite qualifications:
  - i) A bachelor degree from a recognized University,
  - ii) 1 (one) year full time Post Graduate Diploma in Computer Application Course [P.G.D.C.A.] from an Institute recognized by UGC / AICTE / Govt. of West Bengal or Diploma in Computer Science or Technology from a Polytechnic recognized by AICTE or BSc (Hon) in Computer Science or BCA Degree from a recognized University,Age limit: 18-37 years, upper age limit relax-able in the case of S.C., S.T., O.B.C., & Ex-Servicemen as per rules and orders of the Govt. for the time being in force.
4. Data Entry Operator – 1 U/R  
Scale of Pay- Rs.5400-25200 + Grade Pay Rs.2600/-  
Requisite qualifications:
  - i) Passed Madhyamik or equivalent Examination,
  - ii) At least 3 (three) months formal training in using personnel computer from any Institute recognised by State / Central Government or State Council of Technical Education or All India Council of Technical Education,
  - iii) Have a minimum speed of data entry of 6000 key depression per hour.
  - iv) One year experience of data entry operation in personnel computer.

**Age limit:** 18-37 years, upper age limit relax-able in the case of S.C., S.T., O.B.C., & Ex-Servicemen as per rules and orders of the Govt. for the time being in force

5. Lower Division Assistant – 3 [Three] Genl(EC)-2 + SC-1

**Scale of Pay- Rs.5400-25200 + Grade Pay Rs.2600/-**

**Requisite qualifications:**

i) Passed Madhyamik or equivalent Examination having secured at-least 50% marks in aggregate of any recognised University, Board or Council.

ii) Knowledge in Type-writing.

**Age limit:** 18-37 years, upper age limit relax-able in the case of S.C., S.T., O.B.C., & Ex-Servicemen as per rules and orders of the Govt. for the time being in force

6. Typist(English) – 1 (One) Genl[EC]

**Scale of Pay- Rs.5400-25200 + Grade Pay Rs.2600/-**

**Requisite qualifications:**

i) Passed Madhyamik or equivalent Examination having secured at-least 50% marks in aggregate of any recognised University, Board or Council and having Typing Speed of 40 words per minute in English.

ii) Knowledge in working in MS Word, MS Exel.

**Age limit:** 18-37 years, upper age limit relax-able in the case of S.C., S.T., O.B.C., & Ex-Servicemen as per rules and orders of the Govt. for the time being in force

7. Group 'D' – 3 [Three] Genl-1 + OBC -1 + Genl[EC] -1

**Scale of Pay- Rs.4900-16200 + Grade Pay Rs.1700/-**

**Requisite qualifications:**

Passed at-least class VIII examination of any recognised School.

**Age limit:** 18-37 years, upper age limit relax-able in the case of S.C., S.T., O.B.C., & Ex-Servicemen as per rules and orders of the Govt. for the time being in force

8. Accountant – 1 [One] U/R

**Scale of Pay- Rs.7100-37600 + Grade Pay Rs.3900/-**

**Requisite qualifications:**

a) Bachelor's degree (with honours) in Commerce from any recognized University.

b) Six months' certificate in Financial Accounting from a recognized Institution.

**Desirable:** Two years experience in accounting in any recognized firm or Company or Agency or in a Govt. Establishment.

**Age limit:** 18-37 years, upper age limit relax-able in the case of S.C., S.T., O.B.C., & Ex-Servicemen as per rules and orders of the Govt. for the time being in force.

9. Laboratory Assistant - 1 [One] U/R

**Scale of Pay- Rs.7100-37600 + Grade Pay Rs.3600/-**

**Requisite qualifications:**

A degree in Science with Physics as one of the subjects from a recognized University or Institution.

Desirable:- At least one year's experience in any recognized Government or non-government organization of repute.

Age limit: 18-37 years, upper age limit relax-able in the case of S.C., S.T., O.B.C., & Ex-Servicemen as per rules and orders of the Govt. for the time being in force.

10. Khalasi - 1 [One] U/R

Scale of Pay- Rs.4900-16200 + Grade Pay Rs.1700/-

Requisite qualifications:

Must have knowledge of reading and writing in Bengali with working knowledge in English and must possess a good physique

Age limit: 18-37 years, upper age limit relax-able in the case of S.C., S.T., O.B.C., & Ex-Servicemen as per rules and orders of the Govt. for the time being in force.

Last date of submission of the applications by registered post to the Executive Officer, Birbhum Zilla Parishad is 19./03/2011.

Memo No.

570(2)

/BZP

Executive Officer,  
Birbhum Zilla Parishad

Dated, Suri, the, 21/2/2011

Copy forwarded to the D.I.O. NIC Birbhum & D.I.A., Birbhum Zilla Parishad with a request to arrange publication in the official website.

Executive Officer,  
Birbhum Zilla Parishad