RECRUITMENT NOTICE

Applications are invited from eligible candidates for filling up purely temporary contractual posts of Block/ULRC Level MIS Coordinators and Data Entry Operators (364 posts each) for a period of one year under the control of District Project Offices, SSM. Details regarding qualifications, experience, remuneration, procedure of selection and No. of posts per district will be available at www.wbsed.gov.in and respective District Magistrate's official website. The applicant must be a resident of the concerned district in which she/he is applying. An applicant can apply for one Block/ULRC only. Willing candidates should submit application in the prescribed format (downloaded from website) only to the respective District Project Offices, SSM either by post or by hand. **Applications sent to the State Project Office will be discarded.**

## Eligibility Criteria :

1) **MIS Co-Ordinator :**
   a. **Educational Qualification** - BCA or Equivalent Degree/ B.Sc in Computer Science/ Graduate with DOEACC- "A" Level from any recognized University/ Institution as a regular student.
   b. **Computer Knowledge** - MS- Office & Oracle.
   c. **Experience** - One year in related field.

2) **Data Entry Operator :**
   a. **Educational Qualification** - Higher secondary/12th standard passed with 50% in any stream from a recognized Board as a regular student.
   b. **Computer Knowledge** - Typing speed English and Bengali- 30 words per minute. Knowledge of Windows 98/XP, MS Office Package, Pagemaker, Bengali Software.

Age (For both the posts) : Minimum 21 years and Maximum 35 years as on 1st January, 2013.
Last date of Submission of application - 24th December, 2013.
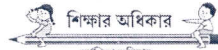
শিক্ষার অধিকার

সর্বশিক্ষা অভিযান
সবার শিক্ষা, সবার উন্নতি
Paschim Banga Sarva Shiksha Mission
Bikash Bhawan, 2nd Floor, Salt Lake, Kolkata - 700091

APPLICATION FOR THE POST OF BLOCK/ULRC MIS CO-ORDINATOR/ DATA ENTRY OPERTOR under --(Name of the district) District Project Office, SSM

1. Name of applicant   :

2. Father's / Husband's name   :

3. Residential Address   :

4. Post for which applying   :

5. Block/ULRC for which applying   :

6. Date of Birth   :

7. Length of Experience   :
(Specify details- enclose self attested documents)

> **Affix a recent passport size photograph duly signed by the candidate only**

8. a) Educational Qualification:

Examination Passed	University/Board	Year	Total Marks	Marks obtained	Percentage of Marks
Madhymik or Equivalent					
H.S or Equivalent					
BCA or Equivalent/ B.Sc in Computer /Graduate with DOEACC 'A' level [Applicable for the post of MIS Coordinator only]					

b) Computer Knowledge:

9. Languages Known:
      a) Can Speak:

      b) Can Write:

      c) Can read :

10. Any Other information:

Declaration: The above statement are true to the best of my knowledge and I have applied only for one Block /ULRC in the State and have applied only in the district of which I am a resident and at any time if it is found that I have applied for more than one Block /ULRC my candidature is liable to be cancelled.

Date: **Signature of the Applicant.**

Note: 1. Application is to be submitted to the respective District Project Offices, Sarva Shiksha Mission either by hand or by post so as to reach him on or before 24/12/2013.

    2. Please enclose a self addressed envelop with requisite postage stamps and one extra passport size photograph.

Recruitment Norms and Process for Block MIS Coordinators in PBSSM

1.	Educational Qualifications	: 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.
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 / urban unit) 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	5		Marks should be awarded proportionately to the percentage (%) of marks obtained in the respective examinations.
		2.	Higher Secondary	5	20	
		3.	Bachelors' Degree	10		
2.	**Practical**	1.	MS Office	10		Candidates who do not score at least 50% in both the practical computer tests individually will be disqualified.
		2.	Oracle	15	25	
3.	Interview : Only 3 Candidates per vacancy will be called				5	
	Grand Total				50	

6. Age : Minimum 21 years and maximum 35 years on 1st January 2013

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 / urban unit only. (An undertaking in the form "I have applied for one block / urban unit viz. -------------------------- and if it is later found that I have submitted applications for more than one urban unit, 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. The assistance of the district NIC office, or SPO in the case of Kolkata, will be taken for the conduct of the computer efficiency tests (MS Office and Oracle).

10. After considering the minimum criteria, number of candidates for each block / urban unit i.e., for each post should be screened (maximum ten candidates per Block / urban unit) on the basis of marks obtained at the Bachelor Degree only.