

Paschim Banga Society for Skill Development (PBSSD)

Department of Technical Education, Training & Skill Development

Government of West Bengal

Date: 14/10/2020

Advertisement for contractual engagement to the posts of District Project Manager (DPM), Sub-Divisional Project Manager (SDPM), Project Assistant-cum-Data Entry Operator (PADEO) and Block Level Staff (BLS) under UTKARSH BANGLA

Applications are invited from the permanent residents of West Bengal for engagement to the posts of District Project Manager, Sub-Divisional Project Manager, Project Assistant cum DEOs and Block Level Staff on **contractual basis** for smooth implementation of Utkarsh Bangla Scheme at district level. All posts are purely contractual for duration of **one year only**. In addition to the essential qualifications mentioned in the table below they should be able to read, write and speak in Bengali. The applicant should **not be more than 44 years and not less than 23 years of age as on 01/12/2020**. The upper age limit will be relaxed for S.C., S.T. & O.B.C. candidates as per Government norms. The candidates will be selected based on a written examination, practical examination and interview. **The written examination (MCQ type) will be of 50 marks, practical test will be of 30 marks and personal interview of 20 marks.** Candidates, who will be qualified for written exam, would be called for practical test and then personal interview. The questions will be on the topics of elementary mathematics, general knowledge and English. The date time and venue will be available in the admit card. The applicants should apply in the online mode only in the web portal www.pbssd.gov.in. The eligible candidates who will be called for the practical examination will be required to submit self-attested photocopies of all testimonials of educational qualification, age proof certificate, domicile certificate and caste certificate (if applicable) etc. along with the original documents for verification to the coordinator of the practical examination. If the documents are not submitted the candidature will be cancelled.

| Designation | Qualification & Experience | Consolidated Remuneration/Month |
|---------------------------------------|---|--|
| District Project Manager (DPM) | <ul style="list-style-type: none">• Must be a post-graduate• Should have a minimum of 2 years of experience• Should have experience in working with Microsoft Office and should be well versed with Word, Power Point and Excel• Should have good written and verbal communication in Bengali and English• Should have proven experience of handling a team | INR 25,000 |

| | | |
|--|---|------------|
| Sub-Divisional Project Manager (SDPM) | <ul style="list-style-type: none"> • Must be a post-graduate • Should have a minimum of 1 year of experience • Should have experience in working with Microsoft Office and should be well versed with Word, PowerPoint and Excel • Should have good written and verbal communication in Bengali and English • Should have proven experience of handling a team | INR 20,000 |
| Block Level Staff (BLS) | <ul style="list-style-type: none"> • Graduate with certificate in computer Applications • Should have good written and verbal communication in Bengali/ local language • Flexible to travel • Ability to support the Training Providers in grass root level | INR 12,000 |
| Project Assistant cum Data Entry Operator (PADEO) | <ul style="list-style-type: none"> • Must be a graduate in Computer Application (BCA) / post-graduate in Computer Applications (MCA) • Should have experience in working with Microsoft Office and should be well versed with Word, PowerPoint and Excel • Should have good written and verbal communication in Bengali and English • Typing speed should be minimum of 30 words per minute (wpm) | INR 11,000 |

List of district-wise vacancy and other relevant details for applications are as per Annexure-I. The pro-forma for domicile certificate is placed as Annexure-II.

The online link for applications in the web portal www.pbssd.gov.in will become functional on 14/10/2020 (WEDNESDAY) at 10:00 A.M. up to 5:00 pm on 13/11/2020 (FRIDAY).

ANNEXURE-I

Total vacancies for District Project Managers (DPM), Sub-Divisional Project Managers (SDPM), Block Level Staff (BLS) and Project Assistant cum DEOs (PADEO) are as follows:

| SL. No. | District | DPM Vacancy | SDPM Vacancy | BLS Vacancy | PADEO Vacancy |
|----------------|---------------------|--------------------|---------------------|--------------------|----------------------|
| 1 | 24 Parganas (North) | 0 | 0 | 13 | 2 |
| 2 | 24 Parganas (South) | 0 | 0 | 18 | 2 |
| 3 | Alipurduar | 0 | 0 | 3 | 0 |
| 4 | Bankura | 0 | 1 | 2 | 3 |
| 5 | Birbhum | 0 | 1 | 10 | 3 |
| 6 | Cooch Behar | 0 | 0 | 0 | 3 |
| 7 | Dakshin Dinajpur | 0 | 0 | 4 | 1 |
| 8 | Darjeeling | 0 | 0 | 8 | 4 |
| 9 | Hooghly | 0 | 0 | 2 | 3 |
| 10 | Howrah | 0 | 0 | 11 | 1 |
| 11 | Jalpaiguri | 0 | 0 | 5 | 2 |
| 12 | Jhargram | 0 | 0 | 5 | 0 |
| 13 | Kalimpong | 0 | 0 | 2 | 1 |
| 14 | Kolkata | 0 | 0 | 0 | 1 |
| 15 | Malda | 0 | 0 | 1 | 2 |
| 16 | Murshidabad | 0 | 0 | 1 | 3 |
| 17 | Nadia | 0 | 0 | 8 | 2 |
| 18 | Paschim Bardhaman | 0 | 0 | 2 | 2 |
| 19 | Paschim Medinipur | 0 | 0 | 0 | 3 |
| 20 | Purba Bardhaman | 0 | 0 | 3 | 2 |
| 21 | Purba Medinipur | 1 | 0 | 11 | 1 |
| 22 | Purulia | 0 | 0 | 2 | 2 |
| 23 | Uttar Dinajpur | 1 | 0 | 3 | 1 |
| TOTAL | | 2 | 2 | 114 | 44 |

1. The total vacancies for District Project Managers, Sub-Divisional Project Managers, Block Level Staff and Project Assistant cum-DEOs are available in the “Recruitment” section in the websites www.pbssd.gov.in.
2. Existing Staff having requisite qualification & experience may also apply afresh for higher posts or any other posts in this recruitment drive.
3. For recruitment to the vacancies for a district, only candidates who are domiciled in that district shall be eligible. Domicile certificate as per the pro-forma (ANNEXURE-II) is mandatory.
4. According to Merit, district wise Panel Lists of candidates will be prepared against each post. Appointments will be done based on the existing vacancies. The Panel will remain valid for 1 (one) year from the date of publication of the same. Interim vacancies, as and when occur against a post, would be filled up from candidates in Panel for that post of the respective district by the DM. The appointment would be done from residual merit list.

DOMICILE CERTIFICATE PROFORMA

PROFORMA

Applicable for candidates residing in the District of _____
Continuously at least for last five (5) years as on 30/06/2020

To be issued by the BDO/SDO or any Gazetted Officer of the District for which the application is being submitted.

Domicile Certificate

Certified that _____ son / daughter of
_____ is a resident/permanent resident of _____

state at Village/House No. _____

Street _____

Post Office _____ Police Station _____

in the district of _____ under Assembly Constituency _____ and

has been living in the State of _____ continuously / uninterruptedly at least for the last five (5) years as on 30/06/2020.

Paste passport size photograph of applicant in this box

Note:

- Photograph is to be attested by the certifying authority.
- Candidates must submit the same photograph, as used in the Application Form. The same photograph should be used during his/ her admission through this system.

Signature of Certifying Authority _____

Designation with Official Seal _____

Full Name of Certifying Authority _____

Address _____

Phone No. _____