

FORM OF NOTIFICATION OF VACANCIES

1. Name and address of the Employer: The Executive Officer, Purulia Zilla Parishad
2. Telephone No. of the Employer, If any: 03252-222302
3. Nature of vacancy
- a) Description of duties : He/She shall remain in executive Charge of administrative including establishment functions and financial operation of Gram Panchayat & Perform any other function or duty as may be assigned to him.
- b) Type of staff required (Designation): **Executive Assistant.**
- c) Qualification required
- I. Essential
- a) Be a citizen of India as defined in part II of the Constitution of India
- b) Bachelor's Degree from a recognized University
- c) Diploma in Computer Application from any Institute recognized by the State Government or Central Government or State Council of Technical Education or All India Council of Technical Education.
- II) Desirable
- A) Post Graduate Degree or Diploma In Social Work or Rural Development from any recognized Institutes or University.
- B) Experience in Social Work or Rural Development.
4. Age limits, if any : 18- 37 years on the first day of January, 2010. The upper age limit is relax able for SC,ST,OBC & Exempted categories under the Rules & Orders of the State Govt.
5. Nos. of vacancies : **43(Forty Three)**
- a) Regular : Temporary likely to be permanent
- b) Temporary : -
6. Pay and allowances : Scale of Pay : Rs. 4000-8850/-(pre-revised) plus other allowance as admissible.
7. Place of work (Name of town): Any Gram Panchayat under the District.
8. Probable date by which the vacancies: 1<sup>st</sup> week of January , 2011.  
will be filled up.
9. Particular regarding interview/test of applicants
- a) Date of interview/Test }  
b) Time of Interview/Test } To be communicated in due course.  
c) Place of Interview/Test }  
d) Designation and address of the person: The Executive Officer, Purulia Zilla Parishad/ The D.P&R.D.O., Purulia  
to whom applicant should report.
10. Whether there is any obligation of arrangement: **SC-8, ST-2, BC-3, General -15, General (EC)-10,  
for giving preference to any category of person SC(EC)-2 , General (PH)-2, ST(EC) -1,**  
such as SC/ST/Ex-Serviceman/P.H/E.C. and  
OBC person in filling of the vacancies and if so.  
The nos. of vacancies to be filled up by such  
categories of person.
11. Any other relevant information. : -

  
Executive Officer,  
Purulia Zilla Parishad.

APPLICATION FOR THE POST OF PRI BODIES UNDER PURULIA DISTRICT

Name of the post applied for: **Executive Assistant**

Space for  
pasting  
recent passport  
size self-  
attested Photo

1. Name of the Candidate  
( in Block Letter )
2. Father's name:
3. Address for correspondence:  
[in Full with PIN Code No.  
& Telephone No.(in Block Letter)]
4. Date of Birth (DD/MM/YY)
5. Age as on 01-01-2010
6. Nationality
7. Whether belongs to a  
member of S.C./S.T./OBC/Exempted Category/PH
8. Sex
9. Educational Qualification:

Name of Exam	Year of Passing	Board /University/ Council	Name of the Institution	% of Marks with division

10. Employment Exchange  
Regn. No., if any.

11. Experience if any

I solemnly declare that (a) all statements made in this application are true, complete and correct, (b) original documents will be produced on demand, (c) I agree to take the examination on the condition that the Selection Committee may cancel my candidature if at any stage I am found ineligible for admission to the examination and d) I have submitted no other application for this examination.

\* \* I have informed the Head of my Office or Department in writing that I am applying for this examination. (Strike of this sentence if not applicable)

Date :

Place:

Full signature of the candidate

Note: Attested photocopies of all the documents issued by the competent authority in support of the statements made in the applications and one copy of photograph (affixed on the application) should be submitted along with the application. A self-addressed envelope with postage stamp amounting to Rs. 25/- affixed on it should be attached along with the application. Application may be submitted in the drop box, kept at The Office of the District Panchayat & RD Officer at Purulia collectorate, First floor of New Administrative Building, Post & District Purulia (excluding holidays) or by post in the above mentioned address from 6.7.2010 to 20.7.2010( up to 3.00 p.m.)

INCOMPLETE APPLICATION OR APPLICATION WITH DEFECT OR WITHOUT REQUISTE ENCLOSURE OR SUBMITTED AFTER STIPULATED TIME IN ANY RESPECT WILL BE SUMMARILY REJECTED.