

Annexure - I

Recruitment Notice

Applications are invited to the post mentioned below:-

Name of the Post	No. of Vacancy	Eligibility	Remuneration
Centre Assistant, District Spatial Data Centre (Erstwhile NRDMS), North 24 Pgs., (Contractual)	One (01)	PGDCA or Bachelor's Degree in Computer Science/Mathematics/Statistics/Operational Research/Economics/Geography/ Geology/or BCA or DOEACC 'A' level course of 3 years duration or equivalent from recognized university/Institute with skill in (a) installation, maintenance of application software & DBMS and (b) implementation support. Desirable Qualification :- I) Experience in GIS Development II) Exposure in different Development schemes of the Government. III) Experience in GIS Software like ArcGIS, QGIS etc.	Consolidated pay Rs. 20,000/- p.m.

Age Limit: Not below 21 yrs. but not more than 36 yrs. as on 01.01.2025.
N. B : Age as recorded only in the Madhyamik or Equivalent Certificate will be accepted. The upper age limit is relaxable by 5 Yrs. for S.C & S.T Candidates and by 3 yrs. for O.B.C (Non-Creamy layer) candidates of West Bengal. In the Case of persons with benchmark Disabilities (PwBD) (40% and above) the upper age limit is relaxable up to 45 yrs. Non-creamy layers certificate for OBC applicants has to be submitted latest by 20.08.2025., if not submitted with the filled up application.

Application procedures:-

Willing Candidates may take print out of the application form from District Website or may collect the same from District Planning Section, till 5 p.m. (except Sunday & holiday) and will submit the completely filled up application form with requisite documents (self attested) to the application drop box in the District Planning Section, (Room No-519, 4th. Floor), District Administrative Building (DM Office), North 24 Parganas, Barasat within **11.08.2025 till 5 p.m.** No other means of submission of forms shall be accepted. Submission of more than one (01) application form per candidate is not allowed. Incomplete filled up forms or supporting documents shall render the candidature liable for cancellation.

Only The copy of Birth Certificate and Admit Card of Madhyamik or equivalent examination will be considered as age proof. Xerox copy of all relevant certificates of educational qualification as per eligibility noted above have to be submitted alongwith application form.

The list of short listed candidates eligible for taking part in computer test and interview will be published on **16/08/2025** in the notice board of the District Planning Section, North 24 Pgs. and District Website.

The computer test and interview will be held on **27/08/2025** from 11 a.m. onwards at the District Planning Section, North 24 Pgs. Eligible Candidates will be informed accordingly through postal communication.

The computer test and interview will be comprised of **total 35 marks** ; out of which **15 marks** is fixed for interview and **20 marks** is fixed for computer test on GIS mapping.

Finally Selected panel of Eligible Candidates for the mentioned post will be published in the Notice board of the District Planning Section, North 24 Pgs. and District Website on **04/09/2025**.

Annexure - II
APPLICATION FORM

APPLICATION FORMAT FOR THE POST OF _____

[Candidates shall fill in the application form in **CAPITAL LETTER**. Certificate of educational qualification, age-proof, citizenship-proof and residential status shall accompany the application format].

Attach recent
color
photograph
with signature
(do not sign
across the face)

To
The District Magistrate
North 24 Parganas

Sir,

I would like to apply for the post of _____

My particulars are given below:-

1. Name of the Candidate : _____
2. Father/Husband's Name : _____
3. Date of Birth : _____
4. Age (as on 01.01.2025) : _____
5. Gender : _____
6. Cast : _____
7. Address for Communication : _____

8. Permanent Address : _____

9. Nationality : _____
10. Mobile No. (Whatsapp no.) : _____
11. E-mail ID : _____
12. Academic Qualification : _____

Sl. No.	Name of the Examination	Board/ University	Year of Passing	Total Marks	Marks Obtained	% of Marks

13. Qualification in Computer:

Sl. No.	Name of the Institution	Name of the Computer Course	Passing Year

14. Qualification in GIS & RS:

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15. Working Experience :

Sl. No.	Name of the Institution/ NGO/ Office	Post Held	Nature of Post (full/ Part-time/ Ad-hoc/ Regular/ Permanent)	Period of Service		Total Period of Service (In complete years)	Nature of Duty
				From (DD/ MM/ YYYY)	To (DD/ MM/ YYYY)		

16. Details of enclosures (Check List)

A. Age Proof

B. Residential Proof

C. Aadhaar Card

D. Secondary Mark sheet

E. Higher Secondary Mark sheet

F. Graduation Mark sheet

G. Certificate on Computer Course

H. GIS & RS Certificate

I. Work Experience Certificate

J. 2 (Two) copies passport size photo

DECLARATION

"I Shri/ Smt. _____ do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of my information being found false my candidature is liable to be cancelled".

Date:

Full Signature of the Applicant