



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE: COOCH BEHAR
MID DAY MEAL (PM POSHAN) SECTION



EMPLOYMENT NOTICE

(For Retired Govt. Employees only)
[No. 02/MDM/CBR Dated 10.02.2025]

Last date of application- 17.02.2025

Interview will be held at the Office Chamber of the Additional District Magistrate (PM POSHAN), Cooch Behar, D.M.'s Office, Cooch Behar for engagement to the purely contractual post of 'Accountant' and 'Assistant Accountant' under Mid-Day-Meal (PM POSHAN) Section, Cooch Behar.

Eligibility:

Sl. No.	For the post of Accountant	For the post of Assistant Accountant
1	Retired Govt. Employee with no adverse record in service career	Retired Govt. Employee with no adverse record in service career
2	Age limit: Not more than 64 years as on 01.02.2025. No lower age limit.	Age limit: Not more than 64 years as on 01.02.2025. No lower age limit.
3	Work Experience: Minimum 5 (five) years' experience of Accounts work in Govt. Offices.	Work Experience: Minimum 5 (five) years' experience of Accounts work in Govt. Offices.
4	Total No of Vacancy : 01 (One)	Total Nos of Vacancy : 04 (Four)
5	Place of Vacancy : Mid Day Meal Section, Office of the District Magistrate, Cooch Behar (Period of vacancy : w.e.f. 1 st March, 2025)	Place of Vacancy : 01 (one) each at Mid Day Meal Section, a) SDO's Office, Dinhata, b) SDO's Office, Mathabhanga c) BDO's Office, Cooch Behar-I Block d) BDO's Office, Mathabhanga-II Block
6	Tenure of service: One year from the date of joining. Likely to be extended on existing terms and conditions.	Tenure of service: One year from the date of joining. Likely to be extended on existing terms and conditions.
7	Remuneration: Rs.12,000/- p.m., or, Re-employment remuneration, whichever is less.	Remuneration: Rs.11,000/- p.m., or, Re-employment remuneration, whichever is less.

Last Date of submission of application: 17.02.2025 (5:30 p.m.)

Date and time of Interview:

- 1) 19.02.2025, Wednesday, 11.00 a.m. (For the post of Assistant Accountant).
- 2) 19.02.2025, Wednesday, 2.00 p.m. (For the post of Accountant).

Place, date and time of Reporting: At Mid-Day-Meal Section, DM's Office, Cooch Behar.

- 1) 19.02.2025, Wednesday, 10.00 a.m. (For the post of Assistant Accountant).
- 2) 19.02.2025, Wednesday, 1.00 p.m. (For the post of Accountant).

Place of Interview: Office Chamber of the Additional District Magistrate (PM POSHAN), Cooch Behar.

- Interested Candidates may apply in prescribed format attaching all documents in support of their candidature and qualification to the post.
- Filled up format with annexure in a sealed envelope to be dropped in the designated Drop box kept at Mid-Day-Meal (PM POSHAN) Section, Office of the District Magistrate, Cooch Behar in person on any working day within working hours on or before 17.02.2025.
- Name and address of the candidate are to be written clearly on the sealed envelope containing filled up format.
- **No application will be accepted through post/speed post/ courier or email/online mode.**
- Incomplete /defective application will be summarily rejected.
- While dropping the sealed envelope containing filled up format by the applicant in the designated drop box at DM's Office, an acknowledgment slip to be collected by the applicant.
- No TA / DA will be admissible for attending the interview.
- The authority has the full right to appoint/transfer the incumbent to any of the BDO/SDO/DM Offices within Cooch Behar District.
- Application Format is available in the website: <https://coochbehar.gov.in> from where the same can be downloaded, filled in and submitted in the Drop box.


Additional District Magistrate (PM POSHAN),
Cooch Behar &

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR
(PM POSHAN SECTION)


Memo. No.: 24 (20)/DM/MDM/VIII-70(A)

Dated: 10/02/2025

Copy forwarded for information and wide publicity to:

- 1-5) The Sub-divisional Officers (All)
- 6) The Secretary, Zilla Sainik Board, Cooch Behar
- 7-18) The Block Development Officers (All)
- ✓ 19) The District Informatics Officer, Cooch Behar with a request to upload the above advertisement and prescribed application format (enclosed) to the website (<https://coochbehar.gov.in>).
- 20) The Nezarath Deputy Collector, Cooch Behar. He is requested to provide 02 (two) boxes with lock & key to the Officer-in-Charge, MDM Section. He is also requested to spare Conference Hall-I on 19.02.2025.

Spare copy for Office Notice Board / C.A. to D.M.


Additional District Magistrate (PM POSHAN),
Cooch Behar &

APPLICATION FORMAT

Application for the post of 'Assistant Accountant'
(On purely contractual basis under Mid-Day-Meal)
[For Retired Govt. Employees only]

Affix Passport
size recent color
Photograph and
sign across

POST APPLIED FOR: ASSISTANT ACCOUNTANT

1	Name (in capital letters)	
2	Father's Name	
3	Sex (Male / Female)	
4	Present Address with PIN	
5	Permanent Address with PIN	
6	Contact No.	
7	Date of Birth	
8	Age as on 01.02.2025	_____ Years _____ Months _____ Days
9	Work Experience [Minimum 5 (five) years' experience of accounts work in Govt. offices]	
10	Date of Retirement	
11	Name of the Office from where Retired & Last Designation	
12	Extent of Computer knowledge	
13	PPO No. / Certificate from the last DDO (Copy to be submitted)	
14	Integrity/Character Certificate from last HOO / DDO (Copy to be submitted)	
15	Please give 2 (two) options for place of posting (Name of Sub-division / Block), if selected.	1. _____ 2. _____

Date : _____

Signature of the Candidate in full

- Annexure: 1) Copy of PPO / Certificate from the last DDO
2) Integrity/Character certificate from the last Head of Office / DDO
3) Work Experience Certificate of Accounts and Computer (not compulsory).

APPLICATION FORMAT

Application for the post of 'Accountant'
(On purely contractual basis under Mid-Day-Meal)
[For Retired Govt. Employees only]

Affix Passport
size recent color
Photograph and
sign across

POST APPLIED FOR: **ACCOUNTANT**

1	Name (in capital letters)	
2	Father's Name	
3	Sex (Male / Female)	
4	Present Address with PIN	
5	Permanent Address with PIN	
6	Contact No.	
7	Date of Birth	
8	Age as on 01.02.2025	_____ Years _____ Months _____ Days
9	Work Experience [Minimum 5 (five) years' experience of accounts work in Govt. offices]	
10	Date of Retirement	
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Signature of the Candidate in full

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