

AGRICULTURAL TECHNOLOGY MANAGEMENT AGENCY
MALDA DISTRICT: MALDA
(An autonomous Govt. body registered under societies Registration Act)
Registration No. S/1L/32368
Krishi Bhavan : Gour Road : Malda

Employment Notification

Dated: 19.09.2014

Applications from the eligible Indian Citizens in the following prescribed format are invited for filling up the vacancies in the following posts, purely on contractual basis for a period of 6-months, which may increase/decrease at the discretion of Management.

The application along with all attested copies of certificates and testimonials is to be addressed to "The Project Director, ATMA & Deputy Director of Agriculture (World Bank Project), Malda, Krishi Bhavan, Gour Road, Malda, P.O. Mokdumpur, Dist. Malda, PIN- 732102."

1.0. NO. OF VACANCIES

Sl. No.	Name of post	Category of Post	Contractual Remuneration	Reservation					Total	Type of disability permitted*
				General	S C	ST	OBC-A	OBC-B		
1.	Block Technology Manager	Contractual	[Consolidated Pay of Rs. 20000.00] Monthly Remuneration Rs.15000.00 + Mobility & Connectivity Expense Rs. 5000.00. Remuneration is likely to be revised.	2	2	-	-	-	4	-
2.	Asstt. Technology Manager	Contractual	[Consolidated Pay of Rs. 8,500.00] Monthly Remuneration Rs. 5000.00 + Mobility & Connectivity Expense Rs. 3500.00] Remuneration is likely to be revised	12	5	2	1	2	22	OH
									[Inclusive of 1 post reserved for PWD and 1 post reserved for MSP	

ABREVIATION :OH- Orthopedically Handicapped/ PWD- Persons with Disabilities/MSP- Meritorious Sports Person

2.0 RESERVATION

Reservation of SC and ST and OBC Categories will be applicable to the Candidates for West Bengal only. SC/ST/OBC candidates of other states will be treated as GENERAL candidates as per rules.

3.0 QUALIFICATION

As on 15.10.2014, the applicant should have passed the minimum qualification as given below-

3.1 For the post of Block Technology Manager [BTM]

i)	1. B.Sc./M.Sc. in Agriculture /Allied Sector Or 4-year Degree Course in B.Sc. Microbiology
ii)	1 -Year Diploma in Computer Application /Information Technology from a State Government/Central Government recognized institution
iii)	Minimum 2 years field experience in Agricultural Related Activities

3.2 For the post of Asstt. Technology Manager

i)	B.Sc./M.Sc. in Agriculture/Horticulture/Economics/ Marketing/Veterinary Sciences/ AHD/Fisheries Or 3 years B.Sc.(Hons) in Bio Science with Botany and Zoology as main subject of studies at Degree level
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4.0 Eligibility Age

Not less than 21 years and not more than 45 years as on 15.10.2014 for all categories of posts irrespective of category of candidates .

5.0 HOW TO APPLY

Interested Candidates fulfilling all the eligibility criteria can apply in plain paper as per enclosed Application Format downloaded from the official website of Malda district www.malda.nic.in or cleanly typed and should be addressed to the Project Director, Agricultural Technology Management Agency, Malda, Krishi Bhavan, Gour Road, Malda, West Bengal, PIN- 732101 with all attested Xerox copies of certificate in support of educational qualification, age, experience. The application complete in all respect should be sent by Registered Post/Speed Post only so as to reach this office on or before 15.10.2014. Submission of application in any other mode will not be accepted. Applications received after the closing date i.e. on 15.10.2014 will not be entertained in any circumstances. Delay in receipt of application due to postal delay or any other reason will not be considered. Hence, candidates are advised to send the application well in advance so that the application may reach this office **on or before 15.10.2014** without fail.

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6.0. LIST OF ENCLOSURES

Application Form must be accompanied with the following. [A check list is provided in Annexure-II]

- 6.1 Application Form as per format in Annexure-I
- 6.2 Attested legible photocopies of Admit Card/Mark sheet of School Final Examination or equivalent examination indicating the date of birth.
- 6.3 Attested legible photocopies of Mark sheet and Pass Certificate of minimum Educational Qualifications required for the post in the relevant discipline of studies at graduation and post graduation level as per qualification indicated in the advertisement against the post applied for.
- 6.4 Attested legible photocopies of Caste Certificate issued by the competent authority of the State Government of West Bengal.
- 6.5 Attested legible photocopies of OH certificate issued by the competent Medical Board (Minimum 40% disability and maximum 60% disability) in case of Persons with Disability.
- 6.6 Attested legible photocopies of certificate issued by the competent authority claiming for consideration under Sports quota [Person who have represented State Level/National Level.
- 6.7 Attested legible photocopies of 1-year Diploma in Computer Application /Information Technology Application certificate issued by the recognized institution approved by the State Government / Govt. of India.
- 6.8 Attested legible photocopies of minimum 2-years field experience certificate in the Agricultural related activities issued by the reputed concern in case of the candidates applying for the post of Block Technology Manager.
- 6.9 Two passport size recent colour photograph duly signed by the candidate should be pasted in the respective place mentioned in the Application Form and Admit Card; otherwise the candidature will be cancelled.
- 6.10 Two self addressed good quality envelope of size 25 cm x 12 cm with postal stamp of Rs. 5.00 affixed thereon should be accompanied with the application.
- 6.11 Full Signature of the candidate with date must be given at the bottom of the application. Defective or incomplete application/unsigned application, application without attested copies of certificates in proof of age, qualification, caste, experience, required number of photographs and self addressed envelope and not according to the format as per advertisement will be summarily rejected and no correspondence /communication stating the reasons of rejection will be communicated to the candidates.

7.0 GENERAL INSTRUCTIONS TO THE CANDIDATES

- 7.1 Timely receipt of application shall be the sole responsibility of the applicant. Late receipt due to postal delay or delivery of torn/damaged application shall not be entertained.

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- 7.2 Candidates should ensure before applying that they fulfill the essential eligibility criteria and other requirements prescribed for the post they are applying and the particulars furnished by them are correct in all respects. If any information provided by the candidate is found to be false/incorrect or not in conformity with the eligibility criteria, then his /her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining to the post.
- 7.3 No modification is allowed after submission of the application form. If any discrepancies are found between the information provided in the application form and information from the photocopies/original copies of the certificates/data furnished at the time of interview, his/her candidature will be rejected.
- 7.4 ATMA, Malda reserves the right to shortlist candidates for written test/Interview or alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.
- 7.5 ATMA, Malda reserves the right to change the number of vacancies and cancel/modify /alter the recruitment process, if required, without issuing further notice or assigning any reason thereof.
- 7.6 Result of shortlisted candidates for written test/interview and final result of the selected candidates will be published in the official website of Malda district www.malda.nic.in . Hence, all the candidates are requested to frequently visit the above website.
- 7.7 "No Objection Certificate" from the present employer if working in Government, Semi Government or Public Sector Undertakings to be submitted at the time of Personal Interview, without which the candidates will be debarred from selection.

Final 19.9.14
Project Director
ATMA, Malda

Memo. No. 135/ATMA/1(3)

Malda, the 19.09.2014

Copy forwarded for kind information with a request for wide circulation to -

1. The Director of Agriculture, West Bengal, Writers' Buildings, Kolkata-700 001 for display in the official website of Agriculture Department.
2. The District Informatics Officer, NIC, Malda for display in the D.M., Malda's official website
3. Notice Board of this office

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B. S. S. S. 19.9.14
Project Director
ATMA, Malda

Annexure-I
APPLICATION FORMAT

POST APPLIED FOR : _____ CASTE _____

FOR OFFICE USE ONLY

Serial No. _____

Roll No. _____

Affix a recent
Passport size
colour photograph
and sign across it.

The Project Director
Agricultural Technology Management Agency
Malda District
Krishi Bhavan, Gour Road
P.O. Mokdumpur
Dist. Malda

Sir,

I beg to apply for the post of _____ under ATMA,
Malda and I beg to submit particulars as per prescribed format, given below.

1. Name in Full : _____

(In Block Letters)

2. Name of the Father/Husband : _____

3. Date of Birth : _____

4. Actual Age as on 15.10.2014 : _____

(Attach attested supporting document i.e. Admit and Mark sheet of SF or
Equivalent)

5. Sex (Male/Female) : _____

6. Nationality : _____

7. Religion : _____

8. Permanent Address : _____

_____ PIN _____

9. Present address for communication: _____

PIN _____

10. Contact No. Telephone No. STD _____ Tele No. _____
Mobile No. (1) _____ (2) _____

11. Valid e-mail id : _____

12. Whether belongs to SC/STC/OBC?
If yes, please State the specific Caste: _____
(Give attested supporting documents)

13. Whether Physically Handicapped: _____
(If yes, give attested supporting documents)

14. Whether Meritorious Sportsman: _____
(Give attested supporting document)

15. **Educational Qualification:**
(Give attested photocopies of Pass Certificate and Mark sheet of Degree level)

1. Examination Passed B.Sc. in _____
2. Name of University _____
3. Year of passing _____
4. Subject of Honours at Graduation level _____
5. Total Marks (Honours subjects) _____
6. Total Marks obtained in Honours subject _____
7. Percentage of marks obtained in Honours subject _____

16. Additional Qualification :
(Give attested copies of certificates)

1. Examination Passed M.Sc. in _____
2. Name of University _____
3. Year of Passing _____
4. Subjects taken _____

17. Knowledge of Computer : _____
(give attested copies of Diploma certificate in Computer Application issued by the recognized institution)

18. Experience : _____
(Give attested copies of the experience Certificate issued by the appointing authority concern)

19. Any Other Qualification, if any: _____

DECLARATION BY THE APPLICANT:

1. I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of being the above information found false/incorrect at any stage, my candidature is liable to be cancelled forthwith.
2. I am fully aware that the engagement is purely contractual and temporary and I shall not claim for permanent engagement by virtue of this in future from any concern.

Date : _____

Full signature of the applicant

Place: _____

Enclosures: As per check list enclosed and signed.

Annexure-II

Check List of enclosures submitted along with Application by the candidate

[Write YES OR NO AGAINST THE APPROPRIATE POINT AND SEND THE FILLED IN ANNEXURE-II to ATMA, Malda along with the Application in Annexure-I]

1. Application duly filled in completely and signed : _____
2. Two colour recent passport size photograph self signed and Affixed in the space provided in the application and Admit Card: _____
3. Matriculation Certificate/equivalent Board Certificate/ Admit : _____
4. Pass Certificate and Mark sheet of valid minimum essential qualification: _____
5. Cast Certificate(For SC/ST/OBC candidates) enclosed : _____
6. PH certificate enclosed(If any) : _____
7. Meritorious Sportsman certificate enclosed (If any) : _____
8. Certificate of Diploma in Computer Application/DITA enclosed : _____
9. Experience Certificate enclosed : _____
10. Two self addressed good quality envelope with postage stamp of Rs. 5/- affixed thereon : _____

Signature of the Candidate with Date

**Agricultural Technology Management Agency[ATMA]
MALDA DISTRICT: MALDA**

ADMIT CARD

One recent
passport size
photograph duly
signed by the
candidate to be
pasted here.

For Office Use

Roll No. : _____

Date of Written Examination/ Interview : _____

Time of Examination : _____

Venue : _____

(To be filled by the candidate)

1. Name of the Candidate (In Block Letter) : _____

2. Name of the Father /Husband : _____

3. Address : _____

**Project Director, ATMA, Malda &
Member Secretary
District Selection Committee**

Full Signature of the candidate(In presence of Invigilator)	Signature of the Invigilator

Candidate should sign exactly in the same style as in the Application Form.

Instruction to the candidate is enclosed for strict compliance failing which he/she will not be allowed to sit in written test/ Interview. Hence please read the instruction carefully.