

**West Bengal State NGRBA Program Management Group**  
under Urban Development & Municipal Affairs Department, Govt. of West Bengal  
Unnayan Bhawan, 3<sup>rd</sup> Floor, DJ-11, Sector-II, Salt Lake City, Kolkata - 700091

**Advertisement for Recruitment**

National Mission for Clean Ganga, Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, Govt. of India, 1<sup>st</sup> Floor, Major Dhyan Chand National Stadium, India Gate, New Delhi - 110002 has been implementing the Project on the Ganga Pollution Abatement Work under the National Mission for Clean Ganga (NMCG), National Ganaga River Basin Authority.

At the State Level, a Registered Society named West Bengal State NGRBA Program Management Group (WBSPMG) being the State Mission for Clean Ganga (SMCG) has been working under the Urban Development & Municipal Affairs Department, Govt. of West Bengal to Co-ordinate and implement Schemes on Conservation, Comprehensive Management & Abatement of Pollution of River Ganga in West Bengal.

For facilitating the smooth functioning of the State Mission for Clean Ganga (SMCG), West Bengal State NGRBA Program Management Group (WBSPMG) has taken a decision to make appointment of a skilled personnel in the post of the **Accountant**. Applications are hereby invited from the **bonafide**, experienced persons having knowledge & capability of Compilation, Preparation & Finalization of Annual Accounts & other related work independently. He/ she will be responsible for Deduction, deposit & submission of Reports, return as required as per rule under Income Tax Act, Goods & Service Tax Act, Professional Tax & other requirement in that respect to. Appointment will be on Contractual basis on consolidated Monthly Remuneration initially for a period of 1 (one) year but extendable for further period subject to satisfactory performance.

The service is terminable by giving 1 (one) month's notice from either side or in lieu of remuneration for the period.

Details of qualification, eligibility criteria, remuneration, age and other Terms Conditions for engagement are furnished below:

1. **SCALE OF PAY** : A consolidated pay of Rs. 30,000/- in the Pay Range of Rs. 20,000/- to Rs. 35,000/- [Pay Range 5]
2. **VACANCY** : 1(one)
3. **QUALIFICATION** :

a. **Essential:**

- i) A citizen of India or such a person as declared eligible by Government of India;
- ii) A Bachelor Degree in Commerce from a recognized University.
- iii) A minimum 5 (five) years' of working experience in Compilation, Preparation & Finalization of Annual Accounts & other related work independently. He/ she will be responsible for Deduction, deposit & submission of Reports, return as required as per rule under Income Tax Act, Goods & Service Tax Act, Professional Tax & other requirement in that respect to.

b. **Desirable:** Having specialized knowledge in working with MS Office i.e. MS Word, MS Excel & MS Power Point. Candidates having experience in World Bank Project will be preferred.

4. **AGE :** Upto 45 years as on 01/07/2024.

5. **DURATION OF THE ENGAGEMENT** -The initial term of appointment shall be for a period of one year from the date of engagement and subsequent extension(s) if any, shall be decided on case-to-case basis depending upon requirement and performance.

The appointment of **Accountant** would be on Full-time basis and he/she would not be permitted to take up any other assignment during the period of Engagement with the State Program Management Group (SPMG).

6. **TERMINATION OF ENGAGEMENT**- State Program Management Group (SPMG) can cancel the appointment of Accountant at any time, for non-satisfactory performance of his/her duties. However, in the normal course, one month's notice will be provided before termination of his/her engagement. The Accountant can also seek for termination of the Contract upon giving one month's notice to the State Program Management Group (SPMG).

7. **APPLICATION & SELECTION** - Submission of application with CV (Annexure - A) as per the advertisement of the State Program Management Group (SPMG) can be sent through Speed Post only.

All applications received will be short listed based on requisite eligibility criteria and the short-listed candidates will be called for Personal Interview on a specified date.

The selection will be made on the basis of recommendations of Selection Committee (SC) to be constituted for the purpose by the West Bengal State NGRBA Program Management Group (WBSPMG).

The candidates will be required to produce original certificates in support of fulfilling the eligibility criteria etc., as to educational qualification and experience during interview and at the time of joining the assignment.

**Note:** No TA/DA will be provided for attending the interview/joining, irrespective of selection.

Interested candidates may apply by submitting their details through **Speed Post** as per the eligibility criteria within 09/09/2024 upto 5:30 P.M. to the Program Director, West Bengal State NGRBA Program Management Group (WBSPMG).

The applicants are advised to send the application through Speed Post well in ahead, so that it is reached within the scheduled date & time.



**Program Director  
WBSPMG**

**Program Director  
West Bengal State NGRBA  
Program Management Group**

Application for the post of Junior Law Officer/ Accountant (Strike out whichever is not applicable) in the State Mission for Clean Ganga popularly known as West Bengal State NGRBA Program Management Group (WBSPMG).

i) Name: \_\_\_\_\_

ii) Father's Name: \_\_\_\_\_

iii) Permanent Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

iv) Address for Communication: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

v) Date of Birth: \_\_\_\_\_

vi) Age as on 1<sup>st</sup> July, 2024: \_\_\_\_\_

vii) Whether Married or Single: \_\_\_\_\_

viii) Qualification beginning from Higher Secondary level:

Sl. No.	Examination Passed	Stream	Percentage of Marks Obtained	Year of Passing

ix) Experience:

Sl. No.	Name of the Organization Served	Period	Details of Work done

x) Signature of the Candidate: \_\_\_\_\_