



# KRISHI VIGYAN KENDRA, KALYAN

(Affiliated to Ramakrishna Mission, Lokasiksha Parishad, Narendrapur, Kolkata-103)

P.O. Vivekanandanagar, Dist. Purulia, Pin. 723 147 (W.B.), India

E. mail id: kalyankvk@yahoo.co.in, Website: www.kalyankvk.org



## Advertisement No. KVK/Rect.01/2020-21 dated 28.07.2020

Applications are invited from Indian Citizens for below mentioned post at Krishi Vigyan Kendra, Kalyan, Purulia, West Bengal (Sponsored by Indian Council of Agriculture Research, New Delhi) who fulfil the following eligibility criteria. The Authority of Kalyan, considering the given criteria, will prepare a short list for preparation of panel after written test as well as personality test. Interested candidates may download advertisement details and application format from our official website www.kalyankvk.org

**Name of the Post:** Assistant **No. of Post:** 01

**Pay Band/ Scale:** PB-2, Rs.9300/- Rs.34800/-, + Grade Pay Rs.4200/-

**Essential Qualification:** Bachelor's degree from a recognised University with working knowledge of Computers.

### **Desirable Requirements:**

- Experience in Accounts activities related with office maintenance.
- Working knowledge in computer based financial and office management
- Knowledge in English, Hindi and local language
- Two year experience of working in ICAR system or KVK or equivalent institution.

**Age:** Below 27 years as on the date of advertisement. The upper age (proof must be submitted) relaxation may be considered as per ICAR norms.

### **Responsibilities and duties:**

- Participation in Mandatory and allied activities related to KVK as framed by ICAR.
- Proper handling of Accounts activities related with office maintenance such as preparation of KVK budget, Audit, Income Tax, P.Tax, Preparation of all financial statements/reports etc.
- Service in the spirit of dedication as per the principles of the organization and conforming the code of conduct, discipline etc. as framed by the organization.

### **Terms & Conditions of Service:**

- The project and post is purely temporary and the appointment shall be terminated on withdrawal of the post or scheme as the case may be by ICAR.
- Salary and other allowances are as admissible by ICAR rules and it may be changed as per instruction issued by ICAR time to time. In this respect, no financial liabilities will be borne by the Host Institute (Kalyan) in any case.

### **HOW TO APPLY:**

1. Prescribed Application Form should accompany relevant self-attested copies of testimonials along with application fee of **Rs. 500/-** deposited in the following account through NEFT/ RTGS. Original copy of proof of RTGS/NEFT should be attached with the application form.

Bank details :

Account Name : Kalyan Krishi Vigyan Kendra

Account No. : 0742010104219

Bank details : Punjab National Bank

Branch Name : Vivekananda Nagar

IFSC Code : UTBI0VIVC08

SC/ST/Women/Divyang/ Ex-Serviceman applicants/ candidates are exempted from paying the application fee, however, they should produce the relevant certificate (self-attested) with the application. Application should be sent to **Secretary, Krishi Vigyan Kendra, Kalyan, P.O.-Vivekanandanagar, District: Purulia, West Bengal, PIN- 723147** within 20 days from the date of advertisement in the News Paper.

2. A self-addressed envelope (size 5" x 7") with complete postal address including PIN code affixing postage stamp of Rs. 5/- should be enclosed.

3. In-Service candidates have to submit the copies of No-objection certificate from the present employer. All original certificates shall have to be produced at the time of interview.

4. No TA/ DA will be provided to appear in the Interview.

President

Kalyan, Purulia