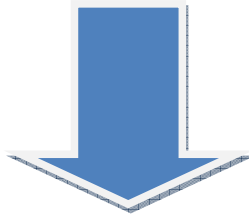


Applications are invited from eligible candidates for the following post on temporary and contractual basis in compliance with G.O. No. 5859-F(Y) Dated. 22.07.2013 of Government of West Bengal, Finance Deptt.

Name of Post	Number of Post	Age as on 01.07.2019
Software Support Personnel.	05 (Five)	21 years – 45 years

The details about the application procedure, qualifications and General Instruction will be available in Website www.wbcorrectionalservices.gov.in



GENERAL INSTRUCTION

ENGAGEMENT OF SOFTWARE SUPPORT PERSONNEL.

Applications are invited for engagement of 05 (Gen: 03, SC: 01 & ST: 01) Software Support Personnel in different Correctional Homes of West Bengal.

Interested Candidates may apply to the 'Regional Institute of Correctional Administration, (RICA), 1/1, Reservoir Road, Dum Dum, Kolkata-700 028, **in the prescribed application form enclosed herewith:-**

1. Coloured Passport size photograph – 2 copies
2. Self Attested Photocopies of the following:
 - a. Proof of Date of Birth
 - b. Aadhar Card/PAN Card/EPIC Card
 - c. Testimonial of Education Qualifications
 - d. Certificate of Computer Application
 - e. Experience Certificate (If any)
3. Candidates are requested to download attached application form and submit duly filled in application form after scanning in pdf Format by Ordinary Post, Registered Post, Speed Post or by Hand. Incomplete or unsigned application form will be rejected.

The Application Form should reach the 'Regional Institute of Correctional Administration, (RICA), 1/1, Reservoir Road, Dum Dum, Kolkata-700 028 by Ordinary post/Registered Post/Speed Post/By Hand latest by 07th September, 2019, 01:30 P.M., addressed to "The OSD & Ex-Officio DG & IG of Correctional Services, West Bengal," Regional Institute of Correctional Administration, (RICA), 1/1, Reservoir Road, Dum Dum, Kolkata-700 028.

Eligibility Criteria:

1. Age not less than 21 years and not more than 45 (forty five) Years as on 01.07.2019.
2. PGDCA/B.Sc. (Computer Science)/BCA/DOEACC 'A' level course of 03 year duration or equivalent from recognized University/Institute.
3. Skill in installation, maintenance of application software & DBMS; & Implementation support.

After scrutiny of received applications, the shortlisted candidates shall be called for Written Test followed by Interview at 'Regional Institute of Correctional Administration, (RICA), 1/1, Reservoir Road, Dum Dum, Kolkata-700 028. The Date and Venue of Written Test and Interview and list of eligible candidates will be notified later and uploaded in the website www.wbcorrectionalservices.gov.in. and intimated by respective E-mail of the candidates. No individual letter by post will be sent to any candidates. All correspondences to the candidates would be made to their personal e-mail id only (personal e-mail id of all candidates applying for the post is mandatory).

The final selection will be done on the basis of Written Test and Interview.

Details of the nature of Engagement :

1. The engagement shall be purely temporary on contractual basis initially for 01(one) year. This can be renewed on satisfactory performance by the office of the OSD & Ex-Officio DG & IG of Correctional Services, West Bengal.
2. The remuneration will be Rs. 18,000/- (Rupees Eighteen Thousand) only consolidated per mensem.
3. Payment will be made through ECS from Treasury.

Termination

The engagement of Software Supporting Personnel will be terminated under the following situation:

1. Expiry of contract period, if not renewed.
2. Forthwith under insubordination and improper behaviour, inefficiency, negligence etc.

Instruction/Clarification for candidates:

1. The post does not entitle the candidate to any right of service or any type of benefit from the Directorate of Correctional Services, West Bengal.
2. NO TA/DA will be paid for attending the Test/Interview.
3. Interested persons shall be liable to be posted any where under jurisdiction of Correctional Services, West Bengal.
4. No accommodation facilities will be provided to the selected candidates by this Directorate.
5. Incomplete applications are liable to be rejected without intimation.
6. No interim correspondence will be entertained.
7. Canvassing in any form will lead to disqualification.
8. The applicants are advised to check their personal E-Mail for any updates.
9. The Directorate of Correctional Services, West Bengal will not be responsible for postal delay or loss of application during transit.
10. All correspondences to the candidates would be conducted to their personal e-mail id: only (personal e-mail id of all candidates applying for the post is mandatory).
11. Any request for the change in the Date and Venue of Computer Type Test and Walk-in-Interview would not be entertained.

**APPLICATION FORM FOR THE POST OF SOFTWARE SUPPORT PERSONNEL
IN DIFFERENT CORRECTIONAL HOMES OF WEST BENGAL ON CONTRACTUAL BASIS**

(TO BE FILLED UP IN ENGLISH BLOCK LETTER ONLY)

PERSONAL DETAILS

To, The OSD & Ex-Officio DG & IG of Correctional Services, West Bengal, Regional Institute of Correctional Administration, (RICA), 1/1, Reservoir Road, Dum Dum, Kolkata-700 028.	For Office use only
	Received On :
Subject: Application for Software Support Personnel	Roll No :

1. Applicant's Name _____

2. Address for correspondence: _____

***Recent
coloured
Passport size
photograph***

City/Town/Village: _____ PIN _____ State _____

3. Permanent Address:

City/Town/Village: _____ P.O. _____

P.S. _____ State: _____ PIN: _____

4. Telephone Number (With STD Code): _____ Mobile Number _____

5. E Mail ID *(Mandatory): _____

6. Father's Name/Husband's Name: _____

7. Gender (Male/Female): _____

8. Date of Birth: _____

9. Age as on 01.03.2019: _____ (YY-Year) _____ (MM-Month) _____ (DD-Days)

10. Nationality: _____

11. Caste: (SC/ST/GEN):

12: QUALIFICATION DETAILS (AS ON 01.07.2019)

SL. NO.	EXAMS PASSED	BOARD/UNIVERSITY	YEAR OF PASSING	RESULT

13. CERTIFICATE IN COMPUTER APPLICATIONS:

SL. NO.	NAME OF THE CERTIFICATE COURSE	INSTITUTION	DURATION	GRADE/PERCENTAGE

13. WORKING EXPERIENCE:

SL. NO.	NAME OF THE COMPANY	DURATION		NATURE OF JOB
		FROM	TO	

Declaration: I hereby declare that all the information given by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false or any information particulars have been suppressed or omitted in this form, I am liable to be disqualified for requisite test or if selected my appointment will be cancelled without any compensation or notice.

Date:

(Signature of the candidate)