

CENTRE FOR EXCELLENCE IN PUBLIC MANAGEMENT
SATYENDRANATH TAGORE CIVIL SERVICES STUDY CENTRE

Netaji Subhas Administrative Training Institute
Government of West Bengal

FC-Block, Sector-III, Salt Lake City, Kolkata-700106, West Bengal, Email: ias.study.ati@gmail.com, Ph: 2341-0123

Memo No. 14/CEPM/21/16-17

Date: 07.04.2021

Applications are invited from suitable candidates for filling up the post of **SOFTWARE SUPPORT PERSONNEL (one post)** at the Satyendranath Tagore Civil Services Study Centre (SNTCSSC) on contract basis.

A. Nature of Job

SNTCSSC provides guidance and subject-wise coaching to the candidates appearing in the Civil Services Examination (CSE) conducted by the UPSC. The classes are held on weekdays and weekends also. The Software Support Personnel (SSP) is entrusted with the task of:

- Managing the SNTCSSC website
- Preparing data base of the students and maintaining updated records
- Working on accounts related software
- Developing new application software for improvement of MIS of the SNTCSSC
- Any other work that may be assigned to him including office work.

B. Minimum Qualification & Experience

- i) PGDCA/B.Sc (Computer Science)/BCA/DOEACC 'A' level course or equivalent from recognized University/Institute. BE/B.Tech, MCA and DOEACC 'B' level passed candidates are also eligible to apply.
- ii) Sound knowledge on SQL Server, MySQL, asp.net, php, JAVA, javascript, Ms-office, windows and concept of networking is desirable.

Desirable: One year experience in handling website and database.

C. Terms and conditions:

1. The engagement to the post is for a period of one year at a consolidated remuneration of Rs.18,000/- per month.
2. The contract may be renewed with an increment as may be decided upon satisfactory performance.

Procedure of Application:

The application has to be sent by post to the **“Course Director, Satyendranath Tagore Civil Services Study Centre, Netaji Subhas Administrative Training Institute, Government of West Bengal, FC Block, Sector – III, Salt Lake, Kolkata – 700106”** along with self-attested copies of Certificates & Mark Sheets and other supportive testimonials. The application should reach this office by 4.00 pm on 23rd April 2022. However, a scan copy of application only should also be mailed to ias.study.ati@gmail.com by 23rd April 2022. Scan copies of certificate, mark sheet etc. are not required to be sent by email.

Application has to be made in the format given below. Shortlisted candidates will be called for interview and due selection process on the basis of academic qualification and experience.

Course Director
SNTCSSC

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Application Format for the post of SSP, SNTCSSC

1.(a) Name of the Applicant:

(b) Name of Father:

(c) Name of Mother:

Passport size
photo

2. (a) Present Postal Address:

(b) Contact No.

(c) Email ID:

(d) Permanent Postal Address:

3. Gender :

4. Marital Status:

5. Date of Birth:

6. Educational Qualification:

Examination Passed	Year of Passing	Class/ Division/ Grade	Marks %	Subjects taken	Name of Institution	Board/ University

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7. Experience: Details of Employment

Name of the Employer	Designation/ Position	Permanent/ Temporary/ Ad hoc	Total Salary Received	Period	
				From	To

8. Proficiency in MS Word, MS Excel, MS Powerpoint. (Please **tick** as per your own assessment)

	Fair	Good	Very Good
MS Word			
MS Excel			
MS Powerpoint			

9. List of copies of certificate/mark sheet/testimonial attached:

10. Declaration:

I, hereby declare that all statements and entries made above in this application are true, complete and correct to the best of my knowledge and belief.

Place

Date

Signature of the Applicant