



134, South Tower, Laxmi Nagar  
District, New Delhi, 110092

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No: NBCFDM/HR/REC\_WB-Ad/10/05-03-2025

Dated 5<sup>th</sup> March, 2025

## ADVERTISEMENT

Online applications are invited to fill **9850 vacancies** under the **National Backward Classes Finance & Development Mission** for the state of **West Bengal**. The details of the vacancies are as follows:

| Sl. No | Position                 | Age (Year) | Level    | No of Post | Qualification and Experience  | Gross Salary (Rs)PM |
|--------|--------------------------|------------|----------|------------|---|---------------------|
| 1      | District Project Officer | 23-43      | District | 114        | Candidates with a Post-Graduate degree and at least 1 year of post-qualification experience, or a Graduate degree with a minimum of 3 years of post-qualification experience in the social or community development sector are preferred. Experience should include at least 1 year in relevant domains such as Social Mobilization & Capacity Building, Financial Inclusion, Skill Development, and Placement. | 36,760/-            |
| 2      | Account Officer          | 22-43      | District | 166        | Candidates with a Post-Graduate degree (fresh or experienced) and a minimum of 2 years of post-qualification experience in Finance or Accounts-related work are preferred. Additional preference will be given to candidates with experience in projects or schemes related to social or community development, as well as those with a B.Com degree and proficiency in Tally                                   | 27,450/-            |
| 3      | Technical Assistant      | 21-43      | District | 231        | Graduates (fresh or experienced) or Diploma holders with at least 6 months of DCA certification, proficiency in computer typing, data entry, and report generation, and a strong knowledge of MS Office are eligible. A minimum of 1 year of post-qualification experience in MIS-related work is required. Preference will be given to candidates with qualifications such as BE, B.Tech,                      | 30,750/-            |



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|   |                        |       |       |      |   |          |
|---|------------------------|-------|-------|------|---|----------|
|   |                        |       |       |      | MCA, M.Sc. (IT), B.Sc. (IT), BCA, or PGDCA  |          |
| 4 | Data Manager           | 21-43 | Block | 436  | Candidates with a Graduate degree, proficiency in computer typing, report generation, data entry, and strong knowledge of MS Office, along with at least 1 year of post-qualification experience in MIS-related work, are eligible. Preference will be given to those with qualifications such as BE, B.Tech, M.Sc., B.Sc. (IT), BCA, or PGDCA. | 28,350/- |
| 5 | Field Data Collector   | 21-43 | Block | 996  | Candidates with a Graduate degree, proficiency in computer typing, report generation, data entry, and strong knowledge of MS Office, along with at least 1 year of post-qualification experience in MIS-related work, are eligible. Preference will be given to those with qualifications such as BE, B.Tech, M.Sc., B.Sc. (IT), BCA, or PGDCA  | 25,650/- |
| 6 | Field Assistant        | 18-43 | Block | 1444 | Candidates with a Graduate degree, proficiency in computer typing, report generation, data entry, and strong knowledge of MS Office, along with at least 1 year of post-qualification experience in MIS-related work, are eligible. Preference will be given to those with qualifications such as BE, B.Tech, M.Sc., B.Sc. (IT), BCA, or PGDCA  | 24,650/- |
| 7 | Multi-Tasking Official | 18-43 | Block | 1258 | Candidates with a Graduate degree (fresh or experienced), 10+3, or 10+2 qualification, along with a minimum of 2 years of post-qualification experience and proficiency in computer applications, are eligible.   | 23,450/- |



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| 8  | Computer Operator    | 18-43 | GP/VP | 1774 | Candidates with 10+3, 10+2, or HS qualifications and a minimum of a 6-month Diploma in Computer Applications are eligible.  | 23,250/- |
| 9  | Office Assistant     | 18-43 | GP/VP | 1865 | Candidates with 10+3, 10+2, or HS qualifications and knowledge in computer applications are eligible.   | 23,250/- |
| 10 | Training Facilitator | 18-43 | GP/VP | 1566 | Candidates with 10+3 qualifications (fresh or experienced) or 10+2 qualifications with at least 1 year of post-qualification experience and knowledge in computer applications will be preferred. | 22,750/- |

### **APPLICATION FEES:**

1. For General/OBC/MOBC Candidates: Rs.399/- (Rupees Three hundred and Ninety Nine) only.
2. For SC/ST Candidates: Rs.299/- (Rupees two hundred and Ninety-Nine) only.
3. For BPL Candidates: Rs.299/- (Rupees two hundred and Ninety Nine) only. (Candidate having valid BPL Certificate as prescribe should upload their scan copy of BPL Certificate as given option)

**Note:** The amount will be refunded if the candidate appears for written examination. Ration Card will not be accepted as BPL proof)

### **N.B**

- ✓ All SC/ST/OBC/MOBC Applicant need to submit valid proof (i.e. CASTE CERTIFICATE SCAN COPY MANDATORY) either candidature will disqualify.
- ✓ Application Fees accepted only via ONLINE MODE through Debit Card/Credit Card/Internet Banking/Digital or UPI made Through BHIM/PHONEPE/GOOGLE PAY App.

Before applying candidates are advised to ensure that they fulfill the stipulated eligibility criteria. They should note that the Application fee once deposited will not be refunded or adjusted against any other project. Candidates are advised to fill in the particulars of themselves correctly in the online application form.



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## **TERMS AND CONDITIONS:**

**Read the instruction carefully, keep the data as required to proceed to apply, which is-**

- Application will be accepted through ONLINE mode only. No other mode of application will be considered.
  - Candidates are advised to carefully fill and verify the details filled the Online Application form
  - Scan copy of passport size photo with below 150kb in size (W=3.5cm X H=4.5cm)
  - Scan copy of signature with below 50kb in size (W=7.25cm X H=1.75cm).
  - Scan copy of mark sheet (which last appeared) with below 150kb in size.
  - Scan copy experience certificate (if any) with below 150kb in size.
  - Scan copy of caste certificate/BPL certificate (Ration Card/Special Family Identity card will not acceptable) with below 150kb in size.
- Mandatory for all BPL Application (any category) to Upload Scan Copy of valid BPL proof (i.e BPL certificate issued by DC/DM/ADC/SDO/CO/BDO only) and All Reserved (SC/ST/OBC/MOBC) applicants need to submit valid proof (i.e caste certificate scan copy mandatory) either candidature will be disqualified (below 150kb in size)

Application/Exam fees Payment will be accepted through ONLINE/UPI Mode Only. The list of payment options available are online payment using Debit Card/Credit Card/Internet banking or Mobile application i.e BHIM/PHONEPE/GOOGLE PAY App.

## **HOW TO APPLY:**

- Link for submission of online application will be available at official site i.e **www.wnbcfdmvacancy.com** from **00.00 am of 07/03/2025**
  - Candidate are advised to visit **www.wnbcfdmvacancy.com** and select **West Bengal** from dropdown.
- \* (NB-All given posts are for **West Bengal** state, Candidates from other states can apply if they can relocate to the mention state)
- Check out the advertisement no, date click "click here" which will open for instructions to filling up online application form, go through the instructions, tick the checkbox, and click "APPLY- (Click here to Apply)"
  - Candidates need to pay Application fees as prescribed after going through Payment instruction given.



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- Candidate are requested to upload required documents as per prescribed format and size as mentioned.
- Candidate are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the submit button.
- Last date of submission of online application is **20/03/2025**(till midnight).

### **SELECTION PROCEDURE:**

1. The applicants for the post whose applications are found in order will be shortlisted for calling for the selection test in order of merit in the ratio 1:5 i.e. 5 candidates will be called against each vacancy. If the number of candidates having the cut-off mark exceeds the ratio of 1:5, then the number of candidates to be invited for the post will be allowed to go beyond the ratio of 1:5 to the extent necessary to the nearest ratio but limited to same cut-off mark, so that no candidate with the same cut-off mark is deprived higher from appearing in the selection test. The selection test will consist of the following subjects. Test will contain both narrative and objective type questions.

| Test | Subject   | Total Mark |
|------|---|------------|
| 1    | General English, General Knowledge, Quantitative Aptitude (Written) | 150        |
|      | Knowledge of Computer (Theory) (Written)                            | 50         |
| 2    | Computer Proficiency Test (Practical)                               | 50         |

Written Test & Computer Proficiency Test - Details of admit card download, written test & Computer proficiency test will be notified at appropriate time through newspaper and website i.e, **www.wnbcfdmvacancy.com** and **www.wnbcfdm.com**

2. Reservation for women and all category is as per existing Govt. rules.
3. Those candidates who qualify in the written test will be called for computer proficiency test (Practical) (The date and venue will be notified at appropriate time through newspaper and website **NBCFDM** i.e, **www.wnbcfdmvacancy.com**)
4. After the written test the succeeded candidates will have to bring all original testimonials i.e., Admit Card /Certificate of HSLC Examination, Mark Sheet of qualifying Examination, Computer proficiency certificate, No Objection Certificate (for those already employed), cast certificate (in case



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- of reserved category candidates) Valid BPL Documents (for BPL opted Candidates) and Employment Exchange Registration Card.
5. Candidates willing to apply for more than one post shall have to submit separate application form and have to pay separate application fees.
  6. Initially this engagement will be for Six years. Based on performance and requirement of the mission's project, contract may further be extended.
  7. In addition to the gross salary as mentioned above, selected candidates after joining will be entitled to get other allowances, benefits like Provident Fund, Medical Insurance, Group Accident Insurance and Performance linked incentives as per rules of the **NBCFDM**. They will also be entitled to get annual increment @8% of gross salary. However, these benefits are subject to change, depending upon circumstances.
  8. All position are transferable and may be posted anywhere in the state as per requirement of the Mission.
  9. The short-listed candidates have to appear for written test/interview for which no TA/DA shall be payable.
  10. Incomplete application shall be rejected without giving any information and only shortlisted candidates will be called for written test and/or interview.
  11. Number of posts may vary depending upon budget provision in the Annual Action Plan for the year 2025-2026.
  12. For any other updates, the candidates are advised to visit official website regularly.
  13. Application submitted, other than the online mode, will not be considered.

Sd/-  
CEO & Secretary  
NBCFDM