



BOARD OF PRACTICAL TRAINING (EASTERN REGION)

Under Ministry of Education, Deptt. of Higher Education, Govt. of India
Block-EA, Sector-I, Salt Lake City, Kolkata – 700064 Website : www.bopter.gov.in, E-mail : recruitment21.bopt@gmail.com



RECRUITMENT NOTICE

Advertisement No. BOPT/01/2021/Rectt.

Opening date of Receipt of On-line Applications: 01/11/2021 (10.00Hrs).

Closing date of Receipt of On-line Applications: 30/11/2021 (23.59 Hrs).

Closing date of Receipt of Hard copies (print outs) of submitted Applications: 15/12/2021(18.00 Hrs).

Board of Practical Training, (Eastern Region) [(BOPT(ER))] invites applications from eligible candidates for the following posts:

Post Code	Name & Classification of the Post	No. of Vacancies & Category	Pay Level (as per 7th CPC)	Qualification(s) & Experience	Maximum Age
01	Junior Accountant (Group 'B')	1 (Unreserved)	Level 6 (Rs.35400/- to Rs.112400/-)	Essential: (i) Degree of recognized university/institute; (ii) 2 years experience in Cash, Account and Budget work in a Govt. Office/PSU/Autonomous/ Statutory Body/Private Organization. Desirable: (Experience) Preference will be given to those, who have proficiency in Accounting Procedure on ERP.	30 Years (as on 30.11.2021)
02	Multi Tasking Staff (Group 'C')	1 (Reserved) (OBC)	Level 1 (Rs.18000/- to Rs.56900/-)	Essential: Matriculation or equivalent pass or ITI pass	25 Years (as on 30.11.2021)
03	Lower Division Clerk (Group 'C')	1 (Reserved) (OBC)	Level 2 (Rs.19900/- to Rs.63200/-)	Essential: (i) 12th Class or equivalent qualification from a recognized Board or University; (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.	27 Years (as on 23.04.2020)
04	Upper Division Clerk (Group 'C')	1 (Unreserved)	Level 4 (Rs.25500/- to Rs.81100/-)	Essential: Degree of recognized University or equivalent. Desirable: Knowledge of typing 5 years experience in Govt. or Non-Govt. office.	27 Years (as on 30.11.2021)

The number of vacancies against each post(s) code may increase depending upon the requirement due to vacancy(ies) created during this recruitment process. Candidates already applied for the post of Lower Division Clerk (Group-C) (Post Code 03) in respect of earlier Recruitment Notification No. BOPT/01/2020/Rectt. dated 21.03.2020 need not to apply once again. Their application will not be considered for the said post (Post Code 03) published in this Notification No. BOPT/01/2021/Rectt. to avoid duplicate application.

The Information Bulletin No. BOPT/01/2021/Rectt. containing this Recruitment Notification, Maximum age, Qualification, Experience, applicability of age relaxation, Memorandum of Procedures (MoP) of recruitment, Rules & Regulations for recruitment, General Instructions on 'How to submit application' for the candidates etc. is available on website of BOPT(ER) Kolkata www.bopter.gov.in under the link 'Career'. Applicants must read the Information Bulletin thoroughly.