

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Executive Assistant (GP)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

(B) Bachelor's Degree from a recognized -University

(C) Diploma in Computer Application from any institute recognized by State Government or Central Government of State Council or Technical Education of All India Council of Technical Education

**Must Pass either Diploma (Diploma in Computer Application, Diploma in Computer Science ) or Graduation**

- **Desirable :-**

A. Post-graduate Degree or Diploma in social work or rural development from any recognized Institute or University

B. Experience in social work or rural development

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

Scale of Pay: Level 9, Pay Rs.28900/- to Rs.74500/-

### **Syllabus**

- **MCQ :-**

English - 25 marks , Bengali - 25 marks , Arithmetic - 25 marks , G.K (Emphasis on Rural Life & Rural Development - 10 marks

- **Interview :-**

Total Marks: 15