



GOVT. OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, JALPAIGURI
(SOCIAL WELFARE SECTION)

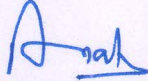
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Memo No- 472 /DPMU(KP)

Date- 28 /12/2016

RECRUITMENT NOTICE

Applications are invited from eligible candidates for filling up the 1 No. of Post each of Data Manager in Rajganj and Sadar Blocks in district Project Management Unit, Kanyashree Prakalpa, Jalpaiguri on purely contract basis. Last Date of submission of Application is 20th January, 2017. For details of the post, application format and instructions on application filling and submission visit www.jalpaiguri.gov.in or contact Kanyashree Section, DM Office, Jalpaiguri or concerned BDO Office. The Applicants are requested to visit the www.jalpaiguri.gov.in frequently for further information.


District Magistrate
Jalpaiguri

**DISTRICT PROJECT MANAGEMENT UNIT (DPMU),
KANYASHREE PRAKALPA, JALPAIGURI**

DETAILS OF POST

Reference: Recruitment Notice vide Memo No 472/DPMU(KP) Dated- 28/12/16

Name of the Post :	:	Data Manager
No. of Post	:	Rajganj Block- 01 (One) Sadar Block -01(One)
Age	:	Not less than 18 years and not more than 37 as on 01.01.2017/ not more than 65 years for retired Govt. Employees.
Essential Qualifications:		1) Graduate in any discipline. 2) Certificate in Computer Applications of minimum 1 year from a reputed and recognized institute. 3) Must have typing speed 30 wpm. 4) Must be local resident of the Block concerned.
Desirable	:	1 year experience in similar work.
Job responsibility	:	Maintaining data entry operation for Kanyashree Prakalpa at Block Office.
Salary	:	Rs. 11,000/- per month (consolidated)
Tenure of Service	:	3 (Three) years purely on contract basis

APPLICATION FORMAT

Application for the post of '**DATA MANAGER**' in Block,
Kanyashree of Jalpaiguri District

Name of the Block applied for : _____

1. Name of the Applicant (in block letters) :
2. Father's/Husband's Name :
3. Present address :
4. Permanent Address :
5. Date of birth :
6. Age as on (01/01/2017) :
7. a) Educational qualification :
(X/ XII/ Graduation/ Post Graduation
details to be filled below)

Affix a recent
coloured
passport size
photograph duly
signed by the
candidate only.

Sl. No.	Examination Passed	Name of the Board/University	Year	Total Marks	Marks obtained	Percentage of Marks

b) Qualification on Computer knowledge : Duration of Computer Course done : _____

Name of Institute : _____

8. Work experience (if any)
(Name of post/duration/organization) :
9. PPO No. (in case of retired employees)
(Attested Photocopy to be submitted) :
10. Contact NO. :

Place: _____

Date: _____

Full Signature of the applicant

Documents to be submitted:-

1. Self Attested photo copies of a) Proof of residence domicile/residential certificate issued by GP/ BDO/SDO concerned/ Voter's Card/ Aadhar Card, b) proof of Age, c) Educational/Essential qualification, d) Computer Knowledge & e) experience (if any)

2. The application may be submitted only to the Office of the BDO concerned by hand or, by post on all working days within office hours. Last date 5.30 PM of 20/01/2017.

Instructions for filling up and submission of Application Forms.

1. The application is to be filled up in BLOCK/CAPITALS LETTERS. A candidate can submit only one application.
2. The applicant must be the domicile/ resident of that specific block/Municipal area for which application being submitted.
3. The application is to be **addressed to the Block Development Officer. The same is to be submitted to concerned BDO Office on all working days within office hours by hand or by post till 5.30 PM of the last date of submission i.e. 20th January, 2017.**
4. The application format should strictly be on the format advertised in the website www.Jalpaiguri.gov.in . Any application in different format shall be summarily rejected.
5. Applicants must enclose a self addressed envelope with requisite postage stamp along with the application.
6. The envelope containing application must be super scribed by the name of the post applied for at the top i.e. **“Application for Data Manager, Kanyashree Prakalpa”**.
7. Application must be filled in properly and completely. Incomplete applications or without full signature/ photo shall be summarily rejected.
8. The Selection Committee reserves the right to reject any application without intimating the applicant at any stage of recruitment.
