

**Government of West Bengal**  
**Office of the District Magistrate & Collector, Hooghly**  
**P.O & P.S – Chinsurah, Dist. – Hooghly, PIN – 712101**  
**(Social Welfare Section)**

**EMPLOYMENT NOTICE**  
**2022**

No : 55/SW-Hug

Dated: 28/01/2022

Applications are invited from eligible candidates for engagement of following staff as given in the table, purely on contractual basis in Block Development Office, under Kanyashree Prakalpa, Hooghly.

Sl. No.	Name of the post	No. of vacancy	Age (Yrs. as on 01.02.2022)	Residential status	Essential qualification and experience	Desirable	Salary (Consolidated per month)	Tenure of service	Job responsibility
01.	Data Manager for Block Office	01-UR (for Pandua Block)	18 – 40	For Block Data Manager (Only resident of Pandua Block can apply)	Graduate in any discipline. Certificate in computer application from reputed and recognized institutions. Must have typing speed 30 w.p.m.	Minimum 01 year of working experience	11,000/-	3 years on contract	Maintenance of data

**General Guideline**

- The candidate must be the resident of Pandua Block.
- Scanned recent passport size photograph and scanned signature of the candidate should be uploaded with application form.
- Only shortlisted candidates will be asked to produce all relevant original certificates along with the self-attest photo copies for verification at the time of viva voce, failing which their candidature will be rejected without any further communication.
- The final merit list will be prepared on the basis of total marks obtained in the written examination, computer test and the viva – voce test. Candidature of applicants who failed to appear in any of the tests shall liable to be cancelled.
- Online application form will be available **from 01/02/2022 to 20/02/2022** in the district website i.e. <https://hooghly.nic.in>
- Closing date for submission of application through on line: **20 /02/2022 up to 5.30 PM**

**Generation of Admit Card**

Admit card for appearing in Typing Speed Test/Written Test/Computer Test/Viva-Voce with date, time and venue shall be available from District website <https://hooghly.nic.in>. The date of downloading Admit Card and the date of examination will be notified in the District Website latter on. Applicants are requested to follow the district website on regular basis.

Downloaded Admit Card will have to be produced on the date of the examinations.



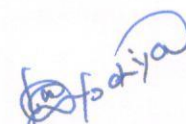
### Grounds of rejection of application form

- Applications received through online only shall be entertained. No application will be received after 5.30 p.m. of the last date i.e. 20/02/2022.
- Application form without the scanned signature and scanned photograph of the applicant will be rejected.
- Application incomplete in any respect will also be rejected.
- If it is found during verification of testimonial at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his / her candidature will summarily be rejected.

### **Syllabus for written examination (Standard as per essential qualification)**

<b>For Data Manager of Block.</b>	
Written Test- 80 Marks (English – 20 marks, Arithmetic – 20 marks, Computer applications – 20 marks, General Awareness – 20 marks)	
Computer Test – 10 Marks	
Viva – Voce – 10 Marks.	

*Note (If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with this notification will be brought to the notice of candidates in manner as decided by the District Level Selection Committee)*



District Magistrate,  
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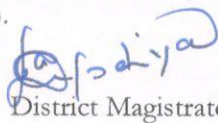
Chairperson, District Level Selection Committee for DPMU,  
Hooghly

Memo No. 55/1(2)/SW-Hug

Date:- 28/01/2022

Copy forwarded for kind information to:-

- 1) The Secretary to the Govt. of West Bengal, WCD & SW Department, Bikash Bhaban, Salt Lake City Kolkata-91.
- 2) The Special Secretary to the Govt. of West Bengal, WCD & SW Department, Bikash Bhaban, Salt Lake City Kolkata-91, with a request to arrange for publication in the Department's website ([www.wbwcdsw.gov.in](http://www.wbwcdsw.gov.in)).



District Magistrate  
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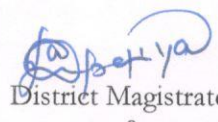
Chairperson, District Level Selection Committee for DPMU,  
Hooghly

Memo No. 55/1(2)/(24)/SW-Hug

Date:- 28/01/2022

Copy forwarded for information & with a request to publish in the Office Notice Board to:-

- 1-4) All Sub-Divisional Officers, Hooghly.
- 5) District Informatics Officer, NIC, Hooghly with a request to publish in District Website (i.e. <https://hooghly.nic.in>).
- 6) Nazareth Deputy Collector, Hooghly.
- 7-24) All Block Development Officers, Hooghly.



District Magistrate  
&

Chairperson, District Level Selection Committee for DPMU,  
Hooghly