



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

Phone no. 03561-224414


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Memo No- 205 /DPMU(KP)

Date- 10/03 /2022

**RECRUITMENT NOTICE**

Applications are invited from eligible candidates for filling up the 1 No. of Post each of Data Manager in Banarhat, Kranti & Rajgnaj Blocks under District Project Management Unit, Kanyashree Prkalpa, Jalpaiguri on purely contract basis. The submission of form will start from 14/03/2022 and the last Date of submission of Application is 30/03/2022 at 5:30 P.M . For details of the post, application format and instructions on application filling and submission visit [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in) or contact Kanyashree Section, DM Office, Jalpaiguri. The Applicants are requested to visit the [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in) frequently for further information.

  
for District Magistrate  
Jalpaiguri

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

**DETAILS OF POST**

Reference: Recruitment Notice vide Memo No:- 204/DPMU(KP)

Dated- 10/03/2022

- Name of the Post** : Data Manager
- No. of Post** : Banarhat Block- 01 (One), Kranti Block -01(One) & Rajganj Block- 01 (One).
- Age** : Not less than 18 years and not more than 37 years as on 01.01.2022.
- Essential Qualifications** : 1) Graduate in any discipline.  
2) Certificate in Computer Applications from a reputed and recognized institute.  
3) Must have typing speed 30 wpm.  
4) Must be local resident of the Jalpaiguri District.
- Desirable** : Minimum 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** : Contractual for three (3) years
- Method of Recruitment** : On the basis of Written examination (Arithmetic, General Knowledge, Test of reasoning and English) of 50 marks. The short listed Candidates in the ratio 1:5, will be allowed to appear for Computer Test (40 marks) and Interview (10 marks).
- Last date of submission of Applications** : 30/03/2022 till 5.30 PM through Registered Post by India Post or in Drop Box at the Kanyashree Section , 2<sup>nd</sup> Floor, District Magistrate Office, Jalpaiguri within 30<sup>th</sup> March 2022 at 5:30 PM on working days only during office hours.

**APPLICATION FORMAT**

Application for the post of '**DATA MANAGER**',  
DPMU Kanyashree Prakalpa Jalpaiguri District

- 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 (01/01/2022) :
- 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: \_\_\_\_\_  
Name of Institute: \_\_\_\_\_

8. Work experience (Experience certificate to be enclosed)  
(Name of post/duration/organization) :

9. Contact No. :-

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Full Signature of the applicant)

**Documents to be submitted:-**

1. Self Attested photocopies of a) Proof of residence domicile/residential certificate issued by GP/ BDO/SDO concerned, b) Voter's Card or Aadhar Card, c) Proof of Age, d) Educational/Essential qualification, e) Computer Knowledge f) experience certificate, & g) one extra passport size photo of the applicant.

2. The application may be submitted through Registered Post by India Post or the applicant can drop their properly filled up application form in a drop box kept at the Kanyashree Section , 2<sup>nd</sup> Floor , District Magistrate Office, within 30<sup>th</sup> March 2022 at 5:30 PM on working days only during office hours.



**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 the Jalpaiguri district.
3. Before appearing for the written examination on the date of examination, all the documents in original will be verified.
4. The application is to be **addressed to the Officer-in Charge, Kanyashree Prkalpa, Office of the District Magistrate, 2<sup>nd</sup> Floor, Collectorate Building, Jalpaiguri, through Register Post by India Post or may drop their properly filled up application form in a drop box kept at the Kanyashree Section , 2<sup>nd</sup> Floor . District Magistrate Office, Jalpaiguri within 30<sup>th</sup> March 2022 at 5:30 PM on working days only during office hours.**
5. The application format should strictly be on the format advertised in the website [www.Jalpaiguri.gov.in](http://www.Jalpaiguri.gov.in) . Any application in different format shall be summarily rejected.
6. Applicants must enclose **two self addressed envelope with requisite postage stamp and a Colour Passport size photo (Extra) along with the application.**
7. 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 Prkalpa"**.
8. Application must be filled in properly and completely. **Incomplete applications or without full signature/ photo shall be summarily rejected.**
9. All the requisite qualifications needs to be fulfilled on the date of notification and the copies of the qualifications and experience needs to be submitted along with the application, otherwise the application shall be liable to be cancelled.

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