



Government of West Bengal  
Office of the District Magistrate, Darjeeling  
District Project Management Unit, Rupashree Prakalpa

Notification

Memo: 145 /DPMU/DJ/2021-22

Date: 16 /03/2022

Applications in prescribed format are invited from the permanent citizen of India for the following posts on purely contractual basis in the District Project Management Unit, Rupashree Prakalpa for Darjeeling Sadar, Kurseong & Mirik. Eligible candidates shall be required to apply on or before the closing date i.e., **21/04/2022** in the prescribed application format so that the application reaches the Office of the undersigned within this specific date.

Sl. No	Name of the post	No. of Vacancy	Vacancy SDO/BDO Office	Age as on 01-01-2022	Essential Qualification	Desirable Experience	Consolidated Pay
1	Accountant	03 [01-UR(General), 01-SC,01-ST]	DPMU Darjeeling /SDO Darjeeling/SDO Mirik	18-40 years	*Commerce Graduate with Honours * Working knowledge of Computer and ability to work in MS Office	3 years Working Experience	Rs.15,000/- Per Month
2	Data Entry Operator	03 [01-UR(General), 01-SC,01-OBC]	SDO Kurseong/ SDO Mirik /BDO Darjeeling Pul-Bazar Bijanbari	18-40 years	* Graduate in any Discipline * Working knowledge of Computer MS office Package and must have typing speed 30 wpm	1 year Working Experience	Rs.11,000/- Per Month

**Terms and Conditions:**

1. The posts are purely temporary and contractual. Initial appointment will be made for 1 year. However, the service may be terminated with a month's notice from either side without any reason.
2. Works related to Rupashree Prakalpa and other official work assigned from time to time to be performed as normal duty.
3. Applicant should be medically fit.
4. Selection will be made through Written Examination, Computer test and Viva-voce test. The final merit list will be prepared on the basis of total marks obtained in the Written Examination, Computer test and viva-voce test.
5. Candidates from SC, ST communities will get age relaxation of 5 years and OBC community will get relaxation of age 03 years applicable as per rule over the prescribe age limit.
6. Selected candidates shall perform their duties anywhere within the three sub-division of Darjeeling Sadar, Kurseong & Mirik.
7. The short-listed candidates for viva-voce should bring the documents in original and self-attested photocopies.
8. **How to apply:** The candidates should apply in prescribed application format attached with this notification and submit in the assigned drop box separately meant for each specific post at **The Office of the District Magistrate, Darjeeling, Lebong Card Road (Kanyashree Cell) DPMU** within the last date of submission of application by hand, or by post. The application in prescribed format with requisites should reach at the address noted above within **21/04/2022**.

**Documents to be submitted with Application form: (Self Attested Photocopy)**

- a) **Age proof:** Class X Admit Card/Birth Certificate.
- b) **Residential Proof:** Voter Card/Aadhaar card/Ration Card/Gas Book/Electric Bill.
- c) **Academic & Computer Qualification:** Self attested copy of Academic & Computer Qualification for the post as mentioned.
- d) **Certificate of Caste:** Self attested copy of caste certificate from appropriate authority as mentioned.
- e) **Experience Certificate:** Self Attested copy of experience certificate from appropriate authority as mentioned.
- f) Two Self Addressed envelopes with requisite stamp are submitted with the application form.
- g) Two passport size photo copies duly signed by the candidate.

**Closing date for the submission of Application: 21/04/2022.**

  
District Magistrate & Chairperson  
Selection Committee, DPMU  
(Rupashree Prakalpa)



**APPLICATION FORM FOR CONTRACTUAL RECRUITMENT OF ACCOUNTANT/DATA ENTRY OPERATOR IN  
RUPASHREE PRAKALPA UNDER DPMU, DARJEELING 3 HILL SUB-DIVISION**

(Form should be filled in with ball pointed pen in own handwriting. Incomplete form without attached documents and form not delivered in due time are liable to rejection)

In reference to the Notice vide Memo No. /DPMU/DJ/21-22 dated /03/2022; I am willing to apply for the same and my details particulars are given below.

Post Applied for: \_\_\_\_\_

1. Applicant's Name \_\_\_\_\_

(In Block Letters)

2. Date of Birth: \_\_\_/\_\_\_/\_\_\_ Age as on 01/01/2022: (D) \_\_\_ (M) \_\_\_ (Y) \_\_\_

3. Gender (Male/Female/Others): \_\_\_\_\_ Marital Status: \_\_\_\_\_

4. Father's/Husband's Name: \_\_\_\_\_

5. A) Category (SC/ST/OBC/GEN): \_\_\_\_\_

B) Whether physically handicapped: YES  NO

6. Address for Correspondence: Village/Street \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

Dist. \_\_\_\_\_ Pin \_\_\_\_\_

7. Permanent Address: Village/Street \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

Dist. \_\_\_\_\_ Pin \_\_\_\_\_

Tel No. (with STD Code): \_\_\_\_\_ Mobile \_\_\_\_\_ Email Id \_\_\_\_\_

**8. Educational Qualifications:**

Exams Passed	Board/University	Subjects	Year of Passing	Division	% Marks

**9. Details of Work Experiences:**

Sl. No.	Name of the Organization/Institution	Post	Period (from-to)

**10. Details of Computer Knowledge/Qualifications:**

Exams Passed	Institution/University	Subjects	Year of Passing	Division	% Marks/Grade

Enclose Self-Attested photocopies of all proofs in respect of Sl. No. 01 to 10 (except 1, 3 & 4) must be attached along with two self-addressed envelopes and two passport size photographs.

*"I hereby declare that all the statements made by me in the application are true, correct and complete to the best of my knowledge and belief. I also declare that in case my statement found is false or incorrect during any stage of recruitment and thereafter, I shall abide by the decision of the Authority including cancellation of my candidature or appointment under the extant of rules."*

DATE:

PLACE:

\_\_\_\_\_  
Full Signature of the applicant

Recent Coloured  
passport size  
photograph to be  
pasted and duly  
signed by the  
Applicant. One  
extra Photograph  
to be attached