



Government Of West Bengal
Office Of the District Magistrate & Collector
Dakshin Dinajpur: Balurghat
(District Project Management Unit, Kanyashree Prakalpa)

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No. - 77 /KP-DPMU/DD

Dated - 04/09/2023

Advertising Notice

CONTRACTUAL RECRUITMENT FOR THE POST OF DATA MANAGER (01) AT DISTRICT PROJECT MANAGEMENT UNIT, KANYASHREE PRAKALPA.

Applications (in the enclosed format) are here by invited from the eligible candidates/retired Govt. employees for the recruitment to the post of Data Manager (01) on contractual basis.

Online applications are invited through the District Website "https://recruitmentdd.in" from the eligible candidates for engagement of Post Purely Contractual Basis from 05.09.2023 to 30.09.2023.

The candidates must submit their application through online only. Application from not purely filled in or incomplete is liable to be cancelled.

Relevant important information for the post of **Data Manager**:

Name of the post	Data Manager
No. of Vacancy	01 (One)
Residential Criteria	Has to be a resident of Dakshin Dinajpur
Category	Un-reserved (UR)
Office	District Project Management Unit, Kanyashree Prakalpa, Dakshin Dinajpur.
Age	Not less than 18 years and not more than 37 years as on 01/08/2023 For retired Govt. Employees not more than 65 years
Essential Qualification & Experience	Graduate in any discipline, Certificate in Computer Applications from a reputed institute. Must have a typing speed of 30 words per minute. Desirable minimum 1 year of working experience
Job Responsibility	Maintain of Data Entry Operation
Remuneration	Rs. 11,000/- per month (Consolidate)
Tenure of service	Purely Contractual Basis

Encl: The Application Format (One Sheet)


 District Magistrate
 Dakshin Dinajpur


File No.DD-14/1/2023-KANYASHREE SEC

No. - ४७ /KP-DPMU/DD

Dated - 04/09/2023

Copy forwarded for information taking necessary to: -

- 1) The Secretary, to the Govt. of West Bengal, Woman & Child Development and Social Welfare Department.
- 2) The Additional District Magistrate (Social Welfare), Dakshin Dinajpur.
- 3-4) The Sub-Divisional Officer, Balurghat (Sadar)/ Gangarampur at Buniadpur, requested to for wide publicity
- 5) State Project Manager, Kanyashree Prakalpa, Govt. of West Bengal, with a request to published it on the Department website, www.wbcdwds.gov.in
- 6) The District Project Manager, Kanyashree Prakalpa, Dakshin Dinajpur
- 7) The Officer-in-Charge, Examination, Dakshin Dinajpur
- 7) The District Informatics Officer, NIC, Dakshin Dinajpur with request to upload the advertisement and prescribed application format (enclosed) on the District Website.
- 8) The District Social Welfare Officer, Dakshin Dinajpur.
- 9) The District Information & Cultural Officer, Dakshin Dinajpur-with a request to publish the Recruitment Advertisement Notice in Uttar Banga Sambad and The Statesmen (Malda Edition), and also on the website of your Department 'Banglar Mukh'.
- 10-17) The Block Development Officer, Balurghat/ Hili/ Kumarganj/ Tapan/ Gangarampur/ Banshihari / Harirampur/ Kushmandi Development for wide publicity.
- 18) The C.A. to the District Magistrate, Dakshin Dinajpur.
- 19) For office Notice Board.


District Magistrate
Dakshin Dinajpur

04/09/23

**File No.DD-14/1/2023-KANYASHREE SEC
APPLICATION FORMAT**

To

The District Magistrate
District Project Management Unit, Kanyashree Prakalpa
Dakshin Dinajpur
PO-Balurghat, Dist-Dakshin Dinajpur, PIN-733101

Paste Recent
Passport Size
Coloured
Photograph and
Signed across.

Application for recruitment to the post of "Data Manager" in District
Project Management Unit (DPMU), Kanyashree Prakalpa of Dakshin Dinajpur
District, Purely on Contract basis,

1	Name (In capital letter):-						
2	Father's Name :-						
3	Address of Communication with PIN code& contact No:-						
4	Permanent address with PIN code: - (Self-Attested photocopy of Residential Certificate from competent authority to be attached)						
5	Date of Birth: - (Self-Attested photocopy of relevant document to be attached)						
6	Age (as on 01/08/2023)						
7	Educational Qualification: - (Self-Attested photocopies of Certificates/Mark sheets to be attached)						
	Sl. No.	Examination Passed	University/ Board	Year	Total Marks (without Optional Subject)	Marks Obtained (without Optional Subject)	Percentage of Marks (without Optional Subject)
8	Qualification in Computer Application:- (Self Attested Photo copies of Certificates, Mark sheets to be attached)						
9	Working Experience:- (Self Attested Photo copies of Certificates to be attached)						

Declaration: -I am aware of the conditions regarding the vacant post. The above fact is true.
If found anything false, the authority may take appropriate action against me.

Date:-
Place: -

Signature of the Candidate