



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

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Memo No- 23 /DPMU(KP)

Date- 07/04/2017

RECRUITMENT NOTICE

Applications are invited from eligible candidates for filling up the 1 No. of Post each of Data Manager in Dhupguri and Mal Blocks under District Project Management Unit, Kanyashree Prakalpa, Jalpaiguri on purely contract basis. Last Date of submission of Application is 25th April, 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 **83/DPMU(KP)** Dated- **07-04-2017**

Name of the Post	:	Data Manager
No. of Post	:	Dhuguri Block- 01 (One) & Mal 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
Method of Recruitment	:	On the basis of Written examination, Computer test and Interview
Last date of submission of Applications	:	25/04/2017 till 5.30 PM at concerned BDO Office only.

