



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

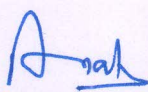
Phone no. 03561-224414, e-mail ID: kanyashree.jpg2014@gmail.com

Memo No- 472 /DPMU(KP)

Date- 28 /12 /2016

**RECRUITMENT NOTICE**

Applications are invited from eligible candidates for filling up the 1 No. of Post each of Data Manager in Rajganj and Sadar Blocks in district Project Management Unit, Kanyashree Prakalpa, Jalpaiguri on purely contract basis. Last Date of submission of Application is 20<sup>th</sup> January, 2017. 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 or concerned BDO Office. The Applicants are requested to visit the [www.jalpaiguri.gov.in](http://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 472/DPMU(KP) Dated- 28/12/16

<b>Name of the Post :</b>	:	Data Manager
<b>No. of Post</b>	:	Rajganj Block- 01 (One) Sadar Block -01(One)
<b>Age</b>	:	Not less than 18 years and not more than 37 as on 01.01.2017/ not more than 65 years for retired Govt. Employees.
<b>Essential Qualifications:</b>		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.
<b>Desirable</b>	:	1 year experience in similar work.
<b>Job responsibility</b>	:	Maintaining data entry operation for Kanyashree Prakalpa at Block Office.
<b>Salary</b>	:	Rs. 11,000/- per month (consolidated)
<b>Tenure of Service</b>	:	3 (Three) years purely <b>on contract</b> basis

