



**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- 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 25<sup>th</sup> April, 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 **83/DPMU(KP)** Dated- **07-04-2017**

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

