




Government of West Bengal
Office of the District Magistrate
North 24 Parganas, Barasat
(District Kanyashree Section)

Memo No. 643 /Kanya/N24P

Date - 02 /01/2019

RECRUITMENT NOTICE

Application are invited from eligible candidates/retired Govt. employees for filling up 01(one) vacant post of Data Manager in Kanyashree Prakalpa, North 24 Parganas purely on contract basis. Last Date of submission of Application is 15.01.2019. For details visit www.north24district.gov.in or contact DPM, Kanyashree Prakalpa, DMs Office, North 24 Parganas. The Applicants are requested to visit to the site www.north24district.gov.in frequently for further information.



Additional District Magistrate (Try)
North 24 Parganas

Memo No. 643(15)/Kanya/N24P

Date - 02/01/2019

Copy forwarded for information and taking necessary action to:

- 1) The Additional Executive Officer, Zilla Parishad, North 24 Parganas.
- 2) The Chief Medical Officer Health, North 24 Parganas.
- 3) The District Informatics Officer, NIC, with request to upload this notice with all Annexures & render form in District website for wide publicity.
- 4) The Project Director, District Rural Development Cell, North 24 Parganas.
- 5) The Sub-divisional Officer, Basirhat, North 24 Parganas.
- 6-7) The DI of Secondary, Barasat/Barrackpore, North 24 Parganas.
- 8) The Block Development Officer, Minakhan, North 24 Parganas.
- 9) The District Information & Cultural Officer, North 24 Parganas with request to display this notice and take necessary steps to publish the above said matter in leading Newspaper by 03.01.2019.
- 10) The District Social Welfare Officer, North 24 Parganas.
- 11) The District Programme Officer (ICDS), North 24 Parganas.
- 12) The Child Development Project Officer, Minakhan, North 24 Parganas with request to display this in his notice board.
- 13) C.A. to Secretary, Department of Women and Child Development & Social Welfare, Govt. of West Bengal.
- 14) C.A. to District Magistrate, North 24 Parganas.
- 15) This Office Notice Board.


Additional District Magistrate (Try)
North 24 Parganas

Instructions.

1. Name & No. of Vacant Post:

I. Data manager for Minakhan Block - 01

2. Eligibility Criteria:

- ❖ Name of the Post: Data Manager
- ❖ Age: Not less than 18 years and not more than 37 years as on 01.01.2018.
- ❖ Educational Qualification and Experience: Graduate in any discipline, Certificate in Computer Applications from a reputed and recognized institute (minimum six months), Must have typing speed 30 wpm
- ❖ Desirable: Minimum 1 years of working experience
- ❖ Job Responsibility: Maintain Data entry operation; Salary: Rs. 11,000/- per month (consolidated)
- ❖ Tenure of Service: 3 (Three) years on contract.

(Eligible Candidates/retired Govt. employees may apply in attached application format for filling up the vacancy.)

3. Application will be accepted in hard copy only by the concerned BDO from 04.01.2019 to 15.01.2019 (till 05:30 P.M.) only by hand.
4. The applicant must be the domicile/ resident of that specific Block for which he or she intends to apply for the post of Data Manager (Minakhan Block).
5. The application along with self attested documents in support of applicant's educational qualification, proof of age, three copies of self attested photograph, computer certificate (minimum six months), work experience certificate (minimum one year) and Domicile/Residential Certificate issued by BDO/SDO concerned should be submitted at the concerned BDO office (Minakhan Block) on all working day by hand till 5:30 P.M. of the last date of submission i.e. 15.01.2019.
6. The Downloaded/Xerox/Scanned copies of application forms shall be entertained.
7. Applicants must enclose a self addressed envelope with requisite postage stamp along with application.
8. The envelope containing application must be super scribed by the name of the post applied for at the top.
9. Application shall be filled in properly and completely.
10. Admit Card will be distributed to the eligible candidates after screening and date & time of Interview/ Typing Test will be published in District Website (North 24 Parganas). Eligible candidates must bring issued Admit card in original to appear before the selection process.
11. The selection committee reserves the right any application without intimating the applicant at any stage of recruitment.

APPLICATION FORMAT

*Application for the post of 'Data Manager' in
District Project Management Unit (DPMU), Kanayashree of North 24 Parganas District*

Name of the Post applied for: _____

Affix a recent coloured passport size photograph duly signed by the candidate only

1. Name (in capital letters) :
2. Father's Name :
3. Present Address with contact no. :
4. Permanent Address :
5. Date of Birth :
6. Age as on (01/01/2018) :
7. a) Educational Qualification :

Sl. No.	Examination Passed	University/Board	Year	Total Marks	Marks Obtained	Percentage of Marks

b) Qualification on Computer knowledge:

8. Working experience :
9. PPO No. (in case of retired employees) :
(Self attested Photocopy to be submitted)

Date:

Signature of the applicant

NOTE:

1. Self attested photo copies of Domicile/Residential certificate issued by BDO/SDO concern, proof of Age, Educational qualification, Computer knowledge & experience, 03 copies of self attested recent photograph of the applicant and one self addressed envelope affixed with requisite postage stamp should be enclosed.
2. The application should be submitted to the BDOs concerned by hand only.
3. Receipt of the application should be collected from concerned BDOs on submission of application form within last date of application.