



Government of West Bengal
Office of the District Magistrate & Collector, Uttar Dinajpur
Raiganj at Karnajora
Kanyashree Prakalpa

Memo No. ~~177~~/DW/KP(U/D)

Date 16/01/2018

NOTICE

Applications in the prescribed format are invited from eligible candidates to fill up the following post under District Project Management Unit, Kanyashree Prakalpa, Uttar Dinajpur:-

1. a) Name of the Post : Accounts-cum-Data Manager
b) No. of Vacancy : 01 (One)
c) Location of Vacancy : District Head Quarter of Uttar Dinajpur District
d) Age : Not less than 18 years and not more than 37 years as on 01/01/2018
e) Essential Qualification & Experience : Commerce Graduate. Certificate in Computer Applications from a central or WB state Govt. institute and ability to work in MS-Office.
f) Desirable : Minimum 1 year of working experience.
g) Job Responsibility : Maintenance of Accounts.
h) Salary : Rs. 12,000 /- per month (consolidated)
i) Tenure of Service : 03 (three) years on contract.
2. a) Name of the Post : Data Manager
b) No. of Vacancy : 01 (One)
c) Location of Vacancy : Islampur Block
d) Age : Not less than 18 years and not more than 37 years as on 01/01/2018
e) Essential Qualification & Experience : Graduate in any discipline. Certificate in Computer Applications from a central or WB state Govt. institute. Must have typing speed 30 wpm.
f) Desirable : Minimum 1 year of working experience.
g) Job Responsibility : Maintain data entry operation
h) Salary : Rs. 11,000 /- per month (consolidated)
i) Tenure of Service : 03 (three) years on contract.

- The candidate must be from the Uttar Dinajpur district.
- Last date and time of submission of application for above post is 31/01/2018 up to 4 p.m
- Candidates may apply in the prescribed format, annexed with this notice, attaching the attested copies of age proof, certificates, Marksheets, testimonials, residential certificate, 4 copies recent passport size coloured photograph etc and submit the same by hand at District Kanyashree Section, Uttar Dinajpur Collectorate at Karnajora on official working days from 12.00 noon to 4.00 p.m or send by post addressing to the District Magistrate, Uttar Dinajpur, Kanyashree Section, Office of the District Magistrate, Uttar Dinajpur, Raiganj at Karnajora, pin-733130 and such applications must reach this office by 4.00 p.m on 31/01/2018.


District Magistrate
Uttar Dinajpur

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1(31)

Memo No. ~~177~~/DM/KP(U/D)

Date: 16/01/2017

Copy forwarded for information and wide publicity to :-

1. The Secretary, Child Development Department and Women Development and Social Welfare Department, Government of West bengal, Writers'Building, Kolkata- 700001.
2. The Joint Secretary, Women Development and Social Welfare Department, Government of West Bengal, Writers'Building, Kolkata- 700001.
3. The superintendent of Police, Uttar Dinajpur.
4. The Additional Executive Officer, Zilla Parishad, Uttar Dinajpur.
5. The Project Director, DRD Cell, Uttar Dinajpur.
6. The Chief Medical Officer Health, Uttar Dinajpur.
7. The District officer, Minority Affairs and Education, Uttar Dinajpur.
8. The District Programme Officer (ICDS), Uttar Dinajpur.
- 9-10. The Sub-Divisional officer, Raiganj (Sadar) / Islampur, Uttar Dinajpur.
- 11-19. The Block Development Officer, Chopra / Islampur / Goalpokher-I / Goalpokher- II / Karandighi / Raiganj / Hemtabad / Kaliyaganj / and Itahar, Uttar Dinajpur.
20. The District Inspector of School (Secondary), Uttar Dinajpur.
21. . The District Inspector of School (Primary), Uttar Dinajpur.
22. The District Project Officer, SSM, Uttar Dinajpur.
23. The Lead District Manager, Uttar Dinajpur.
24. The District Information and Cultural Officer, Uttar Dinajpur.
25. The Joint director of Employment, Uttar Dinajpur.
26. The District Informatics officer, N.I.C, Uttar Dinajpur. He is requested to publish the notice in the district website of Uttar Dinajpur-www.uttardinajpur.nic.in.
27. CA to the District Magistrate, Uttar Dinajpur.
28. CA to the Additional District Magistrate (Gen), Uttar Dinajpur.
29. CA to the Additional District Magistrate (SW), Uttar Dinajpur.
30. Office Notice Board.
31. Office Copy.


16/01/18.
District Magistrate
Uttar Dinajpur


APPLICATION FORMAT

**Application for the post of Accountant -cum- Data Manager / Data Manager
in District Project Management Unit (DPMU),Kanyashree Prakalpa of Uttar Dinajpur District.**

Paste Recent
Passport Size
Coloured
Photograph and
sign across

Name of the Post Applied for : _____

1.	Name (in Capital Letters)						
2.	Father's / Husband's Name						
3.	Communication Address with pin code & contact No						
4.	Permanent address with PIN code						
5.	Date of Birth (Proof to be attached)						
6.	Age (as on 01.01.2018)						
7.	Educational Qualification : (Attested photo copies of Certificate / Marksheet etc. to be attached)						
	Sl No.	Examination Passed	University / Board	Year	Total Marks	Marks Obtained	Percentage of Marks
8.	Qualification on Computer Knowledge : (Attested photo copies of Certificates / Marksheet etc. to be attached)						
9.	Working Experience (Attested copies of Certificate to be attached)						
10.	Remarks (if any)						

Date:

Place:

Signature of Candidate in full