

NOTICE

OPPORTUNITIES IN DISTRICT PROJECT MANAGEMENT UNIT (DPMU), KANYASHREE PRAKALPA, COOCH BEHAR

Advertisement no.: DM/Estb./01 of 2019

Dated: 08/01/2019

Applications are invited from eligible candidates or retired Govt. employees for contractual engagement to the following post in D.P.M.U., Kanyashree Prakalpa, Cooch Behar :

Name of the Post : **Data Manager**

No. of vacancy : 02 (Two)

Age : Not less than 18 years and not more than 37 years as on 01.01.2019.

For retired Govt. employees : As per G.O. No. 115-F(P) dated 04.01.2012.

Essential Qualification & Experience :

- Graduate in any discipline
- Certificate in Computer Applications from a reputed and recognized institute
- Must have typing speed 30 wpm.

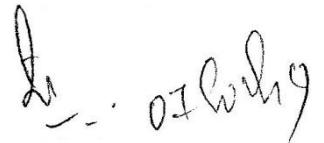
Desirable : Minimum 1 year of working experience.

Job Responsibility : Maintain data entry operation

Emolument : Rs.11,000/- per month (consolidated)

Tenure of Service : 03 (three) years *on contract*.

- Last date of receiving of applications is 24.01.2019 up to 5:30 p.m. No application will be accepted after the expiry of submission deadline under any circumstances.
- Application Forms may be submitted to the Establishment Section, DM's Office, Cooch Behar either by hand (to the Drop Box) or sent by post.



Addl. District Magistrate (SW),
Cooch Behar

APPLICATION FORMAT

*Application for the post of **Data Manager**
in District Project Management Unit (DPMU), Kanyashree Prakalpa of Cooch Behar District.*

To
The Chairman
District Level Selection Committee,
DPMU, Kanyashree Prakalpa,
Cooch Behar.

Recent Passport size
photograph duly
signed by the
candidate.

Sub : Application for the post of Data Manager.

Sir,

I am to offer my candidature for the post specified above for your kind consideration:-

1.	Name of the Candidate (in Block Letters)	:	
2.	Name of the father/ Husband (in Block Letters)	:	
3.	Present Address with Pin Code	:	
4.	Permanent Address with Pin Code	:	
5.	Mobile No.	:	
6.	e-Mail Id.	:	
7.	Date of Birth	:	
8.	Age as on 01.01.2019	:	_____ Years _____ Months _____ Days
9.	Sex	:	
10.	Educational Qualification	:	
11.	Computer Qualification	:	
12.	PPO No. (In case of retired employees only)	:	
13.	Working Experience	:	

I do hereby declare and affirm that all the information furnished above are true to the best of my knowledge and belief. I do hereby undertake that DPMU, Kanyashree Prakalpa, Cooch Behar may debar me from participating in the selection process at any stage and also take any legal action for submission of any information or document that is provided to be false.

I further declare that I, being a candidate serving under the Government / Government Undertaking/ Statutory Body, have informed the Head of the Office/ Department in writing that I am applying for this post. (Strike out this para if not applicable).

Date :
Place :

(Full signature of the Applicant)