

Government of West Bengal
Office of the District Magistrate, Birbhum
DPMU Kanyashree Prakalpa, Birbhum

ENGAGEMENT NOTICE

Application are hereby invited from Indian citizens and willing candidates for engagement to various Contractual posts under District Project Management Unit, Birbhum for Kanyashree Prakalpa in Birbhum District in accordance with Notification No. 3593(20)-SW dated 07.11.2013 of the Women Development and Social Welfare Department, Women Welfare Branch, Government of West Bengal.

1. Selection is to be made on merit basis for candidates meeting the qualifications given below through Written Examination followed by Personal Interview and Computer Test to be communicated in due course.

A. Details of Contractual Posts with Remuneration & Eligibility Criteria:

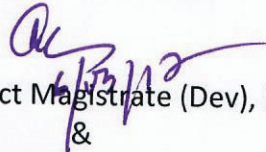
Sl. No.	Name of the Contractual post	Essential Qualification (s) & Experience	Desirable Qualification & Experience	Age as on 1 st January 2017	No. of Post (s)	Remuneration per month (Rs.)
1	Accounts Cum Data Manager	*Commerce Graduate *Certificate Course in Computer Application from a reputed and recognized institute and ability to work in MS Office Package.	Minimum 1 year of working experience	Not less than 18 years and not more than 37 years.	01 (One)	12,000/- (Consolidated)
2	Data Manager (Sub Divisional/ Block)	*Graduate in any discipline * Certificate Course in Computer Application from a reputed and recognized institute *Typing Speed of 30 wpm in Keyboard.	Minimum 1 year of working experience	Not less than 18 years and not more than 37 years.	04 (Four)	11,000/- (Consolidated)

Other terms & Conditions:-

2. Willing candidates shall have to attach the self attested photo copy of valid age proof, educational qualifications, experience certificate, computer certificate along with the original Application form.
3. Engagement will be made on purely contractual basis for 3 (Three) years period.
4. Interested candidates meeting all the eligibility criteria can apply through the Application Form downloaded from the official website of Birbhum district (<http://www.birbhum.nic.in>) and should be sent in sealed envelopes superscribed with "**Application for the post of Accounts -cum-Data Manager / Data Manager**" by speed post/ registered post only addressed to "The District Nodal Officer, DPMU, Kanyashree Prakalpa, (Room No. 217) Office of the District Magistrate, Proshason Bhavan, Suri, Birbhum, West Bengal, PIN-731101". **Applications by hand will NOT be accepted.**
5. Incomplete or improper applications or applications submitted without proper documents will be summarily rejected.

6. Any type of canvassing/ improper contact will result in immediate rejection of application.
7. Last Date of receiving of Applications is **23.03.2017 up-to 5:30 PM**. No applications will be accepted after **the expiry of submission deadline due to any cause whatsoever**. Applicants are advised to apply with sufficient time in hand as any delay due to postal authorities will not be condoned.
8. Any applicant can apply for one post only at a time i.e . **Accounts -cum-Data Manager or Data Manager**
9. Any discrepancies found between the information provided in the application form and originals furnished at the time of written test or during interview or in any subsequent stage will result in his/her candidature being summarily rejected with appropriate penal action.
10. The Selection Committee has the sole right of rejecting any or all the applications.

Encl:- Application Format

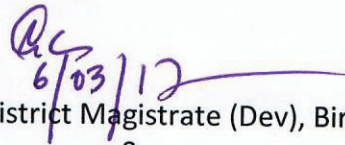

 Additional District Magistrate (Dev), Birbhum
 &
 Chairman,
 District Level Selection Committee,
 DPMU, Kanyashree Prakalpa, Birbhum

Memo. No. _____/DPMU

Dated, Suri _____/2017

Copy forwarded for information to:

1. Joint Secretary, to the Govt. of West Bengal, Department of W & CD & SW, Bikash Bhavan, 10th floor, Salt Lake, Kolkata-700091.
2. The DIO, NIC, Birbhum with a request for uploading the above notice in the official website i.e. www.birbhum.nic.in.
3. The District Programme Officer (ICDS), Birbhum.
4. The DSWO, Social Welfare Section, Birbhum.
5. The District Information & Cultural Officer, Birbhum with the request for publication of the abridged version of the said Notice as enclosed in 2 local newspapers.
6. C.A. to D.M., Birbhum for kind information of the District Magistrate, Birbhum.
7. C.A. to A.D.M.(Gen), Birbhum for kind information of A.D.M.(Gen), Birbhum
8. C.A. to A.D.M.(Dev), Birbhum for kind information of A.D.M.(Dev), Birbhum
9. C.A. to A.D.M.(ZP), Birbhum for kind information of A.D.M.(ZP), Birbhum


 Additional District Magistrate (Dev), Birbhum
 &
 Chairman,
 District Level Selection Committee,
 DPMU, Kanyashree Prakalpa, Birbhum

APPLICATION FORMAT

*Application for the post of 'Accounts - cum - Data Manager' / Data Manager in
District Project Management Unit (DPMU), Kanyashree of Birbhum District*

To
The Chairman
District Level Section Committee
DPMU, Kanyashree Prakalpa, Birbhum

Recent Passport size
photograph duly
signed by the
candidate

Subject: Application for post of _____

Sir,

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

A. Basic Information: -

1.	Name of the Candidate (In Capital Letters)												
2.	Name of Father/ Husband (In Capital Letters)												
3.	Full Permanent Address with PIN Code (In Capital Letters) EPIC/ Adhar/ Govt ID Card/ Govt Residential Certificate to be submitted												
4.	Full Postal Address with PIN Code for Communication												
5.	Landline Phone No.												
6.	Mobile Phone No.												
7.	e-mail ID (if available)												
8.	Date of Birth (proof of age must be enclosed)												
9.	Age as on 01.01.2017												
10.	Sex	Male				Female				Third Gender			

B. Academic Qualification (Starting from Std X):-

Sl. No.	Name of Examination	Board/ University	Year of Passing	Marks Obtained	Total Marks

C. Computer Qualification :-

Sl. No.	Name of Course	Board/Council/ Institution/ University	Year of Passing	Division/ Class /Grade (with marks if any)

For tems (B) and (C) above-

- (i) Use separate row for each qualification.
- (ii) Mention total marks obtained by you in the examination and total marks on which exam held.
- (iii) Self-attested photocopies of all qualification must be enclosed with the Application Form in support of the above statements.

(D) Details of the Job Experience of the Candidate:- (Attach extra sheet, if necessary)

SI No.	Name & Contact Number of the Employer	Job Designation/ Description	Joining Date	Release Date

For Item (D) above-

- (i) Copy of employment certificate issued by employer on official letter head must be enclosed with the Application Form in support of the above statements.

DECLARATION OF THE APPLICANT

I do hereby solemnly declare and affirm that all the information furnished in this Application about me and my academic/ computer/professional qualifications are true to the best of my knowledge and belief. I do hereby undertake that DPMU, Kanyashree Prakalpa, Birbhum 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]

Yours faithfully,

Date :

Signature in full

Place :

Name in Capital Letters.....

N.B. The DLSC, DPMU, Kanyashree Prakalpa, Birbhum will summarily reject any application found to be incomplete, defective or lacking requisite documents.

For Office use by DPMU, Kanyashree Prakalpa, Birbhum only

Application Number					Application Received on			/			/	2	0	1	7
Documents Checked by					Application Status	OK		REJECTED							