



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, DAKSHIN DINAJPUR
INFORMATION TECHNOLOGY SECTION**

RECRUITMENT NOTICE

Memo No: 37/ IT

Dated: 22.2.16

Notification is hereby issued in terms of Memo No 23(19)/ESTT/E-GOV/WBSRDA/03/2015 Pt-I, Date-01/02/2016 of Commissioner in the P & RD Department & Additional Chief Executive Officer (e-Governance), WBSRDA, regarding "Engagement of Manpower in District Level for CSC 2.0".

1. Applications are invited from eligible Indian Citizens residing in the district of Dakshin Dinajpur (W.B.) for the post of **Two nos(2) of CSC District Programme Management Executives under DeGS** in this district.
2. Selection is to be made as per consolidate pay and qualification given below:

Sl. No.	Name of the post	Qualification	Contractual Remuneration	Age
1	District Programme Management Executive	<p>Essential: Applicant must be graduate with at least 55% marks in any discipline and with at least CCC level proficiency in computer from NIELIT with minimum 2 years of work experience (preferably in IT/ e-Governance/ IT related project co-ordination and program management in related fields).Candidate should be able to communicate in English & Bengali .Candidate should be the resident of Dakshin Dinajpur District.</p> <p>Desired Skills: Project management experience. Experience in the domain of IT projects, IT infrastructure deployment/ software development, hardware, networking security management in IT projects. Experience in e-Governance related projects of organizations/ departments/ NGO/ Non-profit Organization.</p> <p>Candidate should be able to travel across the district at the Gram Panchayats.</p>	Consolidate pay of Rs. 20,000/- per month.	24 to 35 years as on 01/12/2015

3. Method of selection will be intimated along with the Admit Card. Admit Card will only be sent to applicant's e-mail Id, so furnishing of one's e-mail Id is mandatory.
4. Engagement will be made under project mode and on purely contractual basis and service will automatically stand terminated with the termination of the project.
5. If the work and conduct of the incumbent concerned are found unsatisfactory, the service may be terminated before completion of the project with one month's notice. However, if the incumbent wishes to resign before completion of the engagement period , one month's prior intimation will have to be given.

6. If any declaration made or information furnished by the incumbent proves to be false or he/she is found to have suppressed any material information, then the incumbent shall be terminated forthwith along with requisite legal action.

7. Interested candidates fulfilling all the eligibility criteria can apply as per the Application format, download from the official website of Dakshin Dinajpur District www.ddinajpur.nic.in or cleanly typed in plain paper and should be addressed to the “**District Magistrate & Chairman, DeGS, Dakshin Dinajpur, Office of the District Magistrate, IT section, Balurghat, Dakshin Dinajpur, W.B., Pin- 733101.**”

8. Application submitted without enclosing all the necessary self-attested photo-copies of the certificates in support of identity, educational qualification, age, experience etc. will be summarily rejected.

9. Incomplete application or application submitted without a proper envelop will be rejected. The name of “the post applied for” must be mentioned above the envelope.

10. Application sent by post shall be submitted by Speed Post/ Registered Post only. Applications by hand may be submitted in the Drop Box kept in the Kiosk Room, Ground Floor, DM Office, Dakshin Dinajpur, on all the working days from 11 AM to 5.00 PM.

11. **Last Date of Submission of Application is 02-03-2016 (Wednesday) up-to 5.00pm. No applications, either by speed/registered post or hand, will be accepted after the expiry of submission deadline.**


12. Timely receipt of application shall be the sole responsibility of the applicant. Late receipt due to postal delay or delivery of torn/ damaged application shall not entertained.

13. No modification is allowed after submission of the application form. If any discrepancy is found between the information provided in the application form and information from the photocopies / original copies of the certificates/ data furnished at the time of interview, his/ her candidature will be rejected.

14. One copy of recent coloured photo is to be pasted in the application form. Signing across the pasted photograph is mandatory.

15. The applicant shall have to produce all original certificates of Identity, educational, Qualification, Age, Experience etc. for verification as & when asked for, by the selection committee.

16. The Chairman of the DeGS has the sole right of rejecting any or all the applications.


District Magistrate
Dakshin Dinajpur

Memo No: 137/ IT

Dated: 22.2.16

Copy forwarded to :

1. Additional District Magistrate, (General) Dakshin Dinajpur.
 2. Additional District Magistrate, (Development) Dakshin Dinajpur.
 3. Sub-Divisional Officer, Balurghat Sadar, Dakshin Dinajpur.
 4. Sub-Divisional Officer, Gangarampur at Buniadpur, Dakshin Dinajpur
 5. Officer –In –Charge IT, Balurghat, Dakshin Dinajpur
 6. All Block Development Officers, Dakshin Dinajpur
- ✓ D.I.O. NIC for uploading the above advertisement in Dakshin Dinajpur District Official website.


District Magistrate,
Dakshin Dinajpur

11. Present Postal Address : _____

P.S. _____

District _____

State _____

Pin

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(Self attested Copies must be enclosed)

12. Mobile No. :

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13. Valid e-mail ID (Mandatory) : _____

14. Whether physically handicapped
(If Yes, Please attach certificate) : Yes No

15. Educational Qualification (Self attested Copies must be enclosed) :

Sl. No	Examination passed	Year of Passing	Board/ Council/ Institution/ University	Total marks obtained	% of marks obtained

16. Computer Qualification (Self attested Copies must be enclosed) :

Sl. No	Examination passed	Year of Passing	Board/ Council/ Institution/ University	Total marks obtained	% of marks obtained

17. Details of Experience
(Self attested Copies must be enclosed)

: _____

Declaration .

I do declare that all the statement made on this application are true, complete and correct to the best of my knowledge and belief, In the event of being the above information found false / incorrect at any stage, my candidature is liable to be cancelled forthwith.

Place :

Date :

Full Signature of the Applicant