

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE
DAKSHIN DINAJPUR
(SOCIAL WELFARE SECTION)

No:- 302/KP-DPMU/DD

Date:- 10.09.2018

Advertising Notice

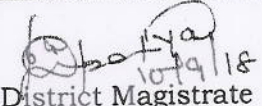
CONTRACTUAL RECRUITMENT IN DISTRICT PROJECT MANAGEMENT UNIT (DPMU)
KANYASHREE PRAKALPA, DAKSHIN DINAJPUR

Applications (in the enclosed format) are hereby invited from the eligible candidates /retired Govt. employees for recruitment to the post of **Accounts-cum-Data Manager** in D.P.M.U., Kanyashree Prakalpa on contract basis. Last date of submission of applications is 28/09/2018 by 05:30 p.m for details please visit www.ddinajpur.nic.in. Applications in sealed envelop address to, The District Magistrate, District Project Management Unit, Kanyashree Prakalpa Dakshin Dinajpur, PO – Balurghat, Dist - Dakshin Dinajpur, Pin – 733101 are to be submitted in the Drop Box kept in the Office chamber of District Level Nodal Officer, Kanyashree Prakalpa, Dakshin Dinajpur at the Ground Floor of the Collectorate Main Building or by ordinary post. The name of the post and the Advertisement No. is to be mentioned on the top of the envelop.

Relevant important information:

Name of the Post	:-	Accounts-cum-Data Manager
No. of Vacancies	:-	01 (One)
Age	:-	Not less than 18 years and not more than 37 years as on 01/01/18
	:-	For retired Govt. Employees not more than 65 years
Essential Qualification	:-	Commerce Graduate, Certificate in Computer Applications from a reputed and recognized institute and ability to work in MS office.
Desirable	:-	Minimum continuous 1 (One) year's of Working Experience
Job Responsibilities	:-	Maintenance of Accounts
Salary	:-	Rs. 12,000/- per month (Consolidated)
Tenure of service	:-	One year renewable contract for three years.

Encl: The Application Format (One Sheet)

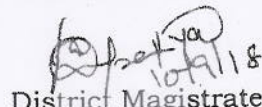

District Magistrate
Dakshin Dinajpur

No:- 302/1(17)/KP-DPMU/DD

Date:- 10.09.2018

Copy forwarded for information and taking necessary to:-

- 1) The Additional District Magistrate (Kanyashree), Dakshin Dinajpur
 - 2-3) The Sub-Divisional Officer, Balurghat (Sadar)/Gangarampur at Buniadpur for publicity
 - 4) The District Level Nodal Officer, Kanyashree Prakalpa, Dakshin Dinajpur
 - 5-12) The Block Development Officer Balurghat/Hili/Kumarganj/Tapan/Gangarampur Banshihari /Harirampur/Kushmandi Development Block for publicity.
 - 13) The District Informatics Officer, NIC, Dakshin Dinajpur with request to upload the advertisement and prescribed application format (enclosed) in the District Web Site.
 - 14) The District Social Welfare Officer, Dakshin Dinajpur
 - 15) The District Employment Officer, Dakshin Dinajpur-with a request to provide the list of eligible candidates.
 - 16) The District Information & Cultural Officer, Dakshin Dinajpur-with a request to publish the Recruitment Advertisement Notice in the Uttar Banga Sanbad, The Statesman(malda Edition), Balurghat Barta and the Daksin Dinajpur Katha.
- For office Notice Board.


District Magistrate
Dakshin Dinajpur

APPLICATION FORMAT

To
The District Magistrate
District Project Management Unit, Kanyashree Prakalpa
Dakshin Dinajpur
PO – Balurghat, Dist – Dakshin Dinajpur, PIN - 733101

Paste Recent
Passport Size
Colored
Photograph and
signed across.

Application for recruitment to the post of "Accounts-cum-Data Manager" in District Project Management Unit (DPMU), Kanyashree Prakalpa of Dakshin Dinajpur District, purely on contract basis.

1	Name (In capital letter):-						
2	Father's Name:-						
3	Address of Communication with PIN code & contact No:-						
4	Permanent address with PIN code:-						
5	Date of Birth (Self Attested Proof to be attached):-						
6	Age (as on 01/01/2018):-						
Educational Qualification:- (Self Attested photo copies of Certificates/Mark sheets etc. to be attached)							
7	Sl. No	Examination Passed	University/Board	Year	Total Marks (without Optional Subject)	Marks Obtained (without optional Subject)	Percentage of Marks (without optional Subject)
8	Qualification in Computer Application:- (Self Attested Photo copies of Certificates, Mark sheets to be attached)						
9	Working Experience:- (Self Attested copies of Experience Certificate to be attached)						

Declaration: - I am aware of the conditions regarding the vacant post. The above fact is true.
If found anything false, the authority will take appropriate action against me.

Date:-

Place:- _____

Signature of the Candidate