

Government of West Bengal
Office of the District Magistrate, Malda.
(Social Welfare Section)

Memo No: 112 DSW (MLD)

Dated: 10/02/2016

NOTICE

Application is invited for the following vacancies detailed below in connection with implementation of Kanyashree Prakalpa. Application is to be made in the format given in Annexure 1.

Name of Post : Data Manager.

No of Vacancy : Harischandrapur I, Harischandrapur II, Habibpur, Kaliachak II, Kaliachak III, Gazole, Old Malda Block, 1 each Block (Total – 7).

Age : Not less than 18 years and not more than 37 years as on 01/01/2016.

Essential Qualification : Graduate in any discipline.
Certificate in Computer Application from a reputed and recognized institute.

Experience : Minimum 1 year for working experience.

Job Responsibility : Maintain data entry operation.

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

Recruitment Procedure : Computer Test, candidates who will secure 30 wpm speed in computer typing test to be conducted out of 30 marks will be eligible for interview will be taken out of 20marks on the basis of which merit list will be prepared.

Tenure Service : 3(three) years on contract.

For application to the posts earmarked for Block. Application must be a resident of the concerned block.

Enclosure to be submitted along with application:

- i) Proof of residence- self attested copy of certificate issued by Proddhan/ Sabhapati/ Sabhadhipati/ MLA/MP/ Group A officer of the State Government.
- ii) Proof of age self attested copy of certificate issued by WBBSE & other recognised board of examination.
- iii) Qualification –self attested copy of certificate in support of essential qualification.
- iv) Experience – self attested copy of certificate in support of experience.
- v) Photograph – passport size photo self-attested on the space in the format.

Application may be send by hand (within working hour and day) or by post at the following address:

District Child Protection Unit.
Satya Chowdhury Indoor Stadium, (2nd floor)
Bandh Road, Near Hindi School.
P.O & Dist – Malda, Pin- 732101

Submission of application: up to 22nd Feb, 2016 (4.00pm)


Additional District Magistrate (G)
Malda

Memo No: 112/1 (33) DSW (MLD)

Dated: 10/02/16

Copy forwarded for information and request for wide circulation to:

- 1) The Joint Secretary.WDC & SW Department, Bikash Bhawan, Salt Lake.
- 2) The Chief Medical Officer of Health, Malda.
- 3) Sub-divisional Officer, Sadar, Malda.
- 4) Sub-divisional Officer, Chanchal, Malda.
- 5) The DPRDO, Malda.
- 6) The District Nodal Officer, NREGS, Malda.
- 7) The District Officer of Minority Affairs, Malda.
- 8) The District Informatics Officer, NIC, Malda with request to display the notice along with annexure in the website of the District Magistrate, Malda.
- 9) The Secretary Zila Parisad, Malda.
- 10) The District Program Office, Malda.
- 11) The DPO (SSM), Malda.
- 12) The DI (Sec), Malda.
- 13) The District Employment Officer, Malda.
- 14) The DICO, Malda with a request to publish an insertion in two local dailies.
- 15-29) The Block Development Officer (All), Malda
- 30-33) CA to District Magistrate / Additional District Magistrate (ZP)/ Additional District Magistrate (LR), Malda.


Additional District Magistrate (G)
Malda

To,
The District Magistrate,
Malda,
P.O. & Dist- Malda, PIN- 732101.



Sub : Application to the post of Data Manager.

Ref :

Sir,

In reference to the above I wish to apply for the post of Data Manager at
..... (mention the name of the block in the blank space).

My personal detail is given below:

1. Name :
2. Father's Name :
3. Complete Postal Address mentioning name of the Block / Municipality with PIN:

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.....
.....
.....

4. Date of birth:

5. Contact No.

6. Educational Qualification:

Sl. No.	Qualification (starting with essential)	Name of the University	Year of Passing	Percentage of Marks	Remarks, if any

7. Computer Knowledge:

SI No	Name of the certificate/Degree etc	Institute from which certificate/ degree was obtained	Year of completion	Remarks

8. Experience :

SI No	Name of the organization for which service was rendered	Designation/Post	Period of service	Remarks

Enclosure :

Yours faithfully

Place :
Date :

Full Signature of the candidate