



Government of West Bengal
Office of the District Magistrate & Collector, Purba Bardhaman
District Project Management Unit, Kanyashree Prakalpa
New Administrative Building, 3rd Floor, Purba Bardhaman-713101
Email: dpmubwn@gmail.com

Memo No: 455/DPMU/KP/PBDN/XII/43

Date: 31-08-2017

ENGAGEMENT NOTICE

Applications are hereby invited from willing candidates including retired Government employees for engagement to the post of Data Manager against vacancies under District Project Management Unit, Purba Bardhaman for Kanyashree Prakalpa in accordance with Notification No. 3593(20)-SW dated 7.11.2013 of the Department of Women Development and Social Welfare, Women Welfare Branch, Government of West Bengal read with resolution of meeting of the State Level Steering and Monitoring Committee of Kanyashree Prakalpa, dated 31.10.2013 of the Government of West Bengal. Eligibility Criteria and other conditions along with procedure of application and other processes for selection for engagement are given below. Engagement to all posts is for a Contractual Period of 3 years from the date of Contract.

A. Details of Contractual Post with Remuneration & Eligibility Criteria

Sl. No.	Name of the Contractual Post	Essential Qualification(s) & Experience	Desirable Qualification & Experience	Age as on 1 st April, 2017.	No. of Post(s)	Remuneration per month (Rs.)
1	Data Manager (Block)	<ul style="list-style-type: none">Graduate in any disciplineCertificate in Computer Application from a reputed and recognized instituteTyping Speed of 30 wpm in Keyboard	Minimum 1 years of working experience	<ul style="list-style-type: none">Not less than 18 years and not more than 37 yearsNot more than 65 years in case of retired Government Employees	07 Office of B.D.O. Kalna I B.D.O. Kalna II B.D.O. Purbasthali II B.D.O. Katwa II B.D.O. Ketugram I B.D.O. Memari II B.D.O. Raina II	11,000/- (consolidated)

B. Details of Contractual Post with residential requirements & Period of Contract

Sl. No.	Name of the Contractual Post	Residence Criteria	Period of Contract	Place of Posting
1	Data Manager (Block)	Resident of the Particular Block in case of Application for Block Data Manager	3 years from date of joining	Block as applied

C. Procedure of Selection for engagement



Sl. No.	Name of the Contractual Post	Written Examination in General Aptitude (A)	Practical Examination (B)	Interview/ Viva Voce (C)
1	Data Manager Block)	Yes, 90 Marks, MCQ Type, 90 Mins [Candidates securing 40% and above will only qualify for (B)].	Typing speed of 30 w.p.m. in keyboard	Only for those who qualify in (A) & (B)

Final Selection will be made on total marks of (A) and (C)

D. Other Terms & Conditions:

- All Applications should be submitted online in prescribed format along with coloured scanned copy of colour passport size photograph & signature (File Size: Scanned 40 KB to 50 KB) and supporting documents (File Size: Scanned 90 KB to 100 KB) as available at www.ssbardhaman.org. Incomplete application in any respect shall be summarily rejected.
- Each candidate can apply for a **single post only**. No duplicate application would be accepted.
- The printed copy of the form after online submission has to be submitted along with self attested copies of testimonials to the Office of the District Magistrate & Collector, District Project Management Unit, Kanyashree Prakalpa, New Administrative Building, 3rd floor, Purba Bardhaman-713101 within 22-09-2017, 5 p.m.** No submission after the stipulated time shall be entertained.
- Along with the form, the following self-attested documents are to be attached (same as that submitted online):
 - Proof of Permanent Residence - Certificate from BDO/SDO/ EPIC/ Passport/Adhaar Card
 - Proof of Date of Birth – Only Secondary level Admit Card/ Certificate to be accepted
 - Proof of Educational Qualification – Graduation Certificate from a recognised University
 - Certificate in Computer Application from a reputed and recognized institute (Desirable)
 - In case of retired employees, proof of employment, tenure and superannuation from the employer
 - 2 recent colour passport sized photographs
- Start date for Online Applications: 01-09-2017 at 10 a.m.**
Last Date for submission of online applications: 21-09-2017, 5 p.m.
Last Date for submission of Hard Copy of Applications: 22-09-2017, 5 p.m.
Non-submission of online or hard copy of applications on time will render the form liable for rejection.
- Hard copy of Applications are to be submitted in a sealed envelope superscribed with the Name of the Post Applied for, Place of Posting Applied for & Name of Block , Applicants' residence** at the Office of the District Project Management Unit, Kanyashree Prakalpa, Purba Bardhaman on any working day from **11 A.M. to 5 P.M.** on and from and **01-09-2017 to 22-09-2017.**
- After scrutiny, List of accepted applications would be displayed in the same Website and Office Notice Board on and from **11-10-2017**. List of Rejected applications along with reasons of rejection will also be displayed.
- Admit Cards for Written Examination for all eligible candidates would be made available in the same website from **17-10-2017** which is to be filled and brought to the Examination centre. No entry will be allowed without a valid admit card.
- All other terms & conditions for engagement would be guided by order of the Department of Women Development & Social Welfare vide No. 3593(20)-SW dated 7th November 2013 and subsequent resolutions of the State Level Steering & Monitoring Committee, Kanyashree Prakalpa in this respect.
- The District reserves the right to cancel/ suspend/ postpone the recruitment process at any point of time.

14. Applicants are liable for prosecution under extant laws for any wrong/ fraudulent/ incomplete information during application.
15. Applicants are requested to regularly visit the district website for any subsequent information/ updates in this regard. In case of any queries, candidates may visit the District office for details.



District Magistrate, Purba Bardhaman &
Chairperson, District Level Selection Committee
DPMU, Kanyashree Prakalpa


Memo. No. 455 /1(8) /DPMU/KP/PBDN/XII/43

Dated: 31 -08 -2017

Copy forwarded for information to:

1. The District Informatics Officer, NIC, Purba Bardhaman with a request to publish the said Notice in the District website along with the application proforma enclosed. The process of registration would continue as informed in the Notice. He is also requested to share the registration database for reconciliation with hard copy applications received at the Office of the District Magistrate, Kanyashree Section and arrange for uploading of list of rejected applications and issue of Admit Cards for accepted applications based on Registration No. subsequently.
2. The District Programme Officer (ICDS), Purba Bardhaman.
3. The District Information & Cultural Officer for publication of the abridged version of the said Notice as enclosed in at least 2 widely published news dailies and 2 local newspapers.
4. Treasury-I & II, Purba Bardhaman.
5. SDO, Sadar South/Kalna/ Katwa
6. DPO, Kanyashree Prakalpa, Purba Bardhaman.
7. BDO, Kalna I, Kalna II, Purbasthali II, Katwa II, Ketugram I, Memari II, Raina II Purba Bardhaman
8. CA to ADM (D), Purba Bardhaman for kind information of the Additional District Magistrate (D), Purba Bardhaman.


District Magistrate, Purba Bardhaman &
Chairperson, District Level Selection Committee
DPMU, Kanyashree Prakalpa
