



Government of West Bengal

OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR

জেলাশাসকের কার্যালয়, কোচবিহার, পশ্চিমবঙ্গ

Sagar Dighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal
Phone : (03582) 227101 # Fax : (03582) 227000/225000 # e-mail : dm-cbr@nic.in, dmcoochbehar@gmail.com

(IT Section)

RECRUITMENT NOTICE

Memo No: IT/07/DPME

Dated: 24/03/2017

1. Applications are invited from the eligible residents of Cooch Behar District only for the posts of **2 (Two) nos. of CSC District Programme Management executives under DeGS in the District of Cooch Behar.**
2. Selection is to be made as per consolidated pay and Criteria given below:

| Criteria & Qualification | Contractual Remuneration | Age |
|---|---|---------------------------------|
| 1. Candidates from only Cooch Behar district can apply for the above post. 2. Incumbent must be graduate in any discipline 3. At least CCC level proficiency in computer from NIELIT with minimum 2 years of experience preferably in IT or e-Governance or IT related project coordination and program management in related fields. | Consolidated pay of Rs. 20,000/- per month. | 24 to 35 years as on 01/04/2017 |

3. Interested candidates fulfilling all the eligibility criteria can apply as per the Application Format, downloaded from the official website of Cooch Behar district (www.coochbehar.gov.in) or cleanly typed in plain paper and should be addressed to the District Magistrate, (IT Section), PO & Dist. – Cooch Behar, Pin - 736101.
4. **Procedure of Selection: After scrutiny the list of eligible candidates will be published in the “www.coochbehar.gov.in” website on 10/04/2017. The eligible candidates will be required to download their Admit Card from the aforesaid website.**
5. **Application submitted without enclosing all the necessary self-attested photocopies of the certificates in support of identity, educational qualification, age, experience etc. will be summarily rejected.**
6. **One copy of recent coloured photo is to be pasted in the application form. Signing across the pasted photograph is mandatory.**
7. Applications could be sent only by ordinary Post or could be dropped by hand in the designated Drop Box kept in the IT Section of the DM Office, Cooch Behar.
8. **Last Date of Submission of Application is 07-04-2017 (Friday) up-to 05:00 PM. No applications will be considered after the expiry of mentioned date and time.**

- 9. Incomplete application or application submitted without a proper envelope will be rejected. The name of "the post applied for" must be mentioned above the envelope.**
- 10. No modification is allowed after submission of the application form. If any discrepancies are 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.**
- 11. 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 be entertained.**
- 12. 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.**
- 13. Engagement will be made under project mode and on purely contractual basis and service will be automatically stand terminated with the termination of the project.**
- 14. The Chairman of the Selection Committee has the sole right of rejecting any or all the applications.**

Sd/-
Chairman,
District e-Governance Society,
Coochbehar

APPLICATION FORMAT

**For the post CSC, District Programme Management Executive in DeGS
in the Office of the District Magistrate, Cooch Behar
(USE BLACK/BLUE BALL POINT PEN FOR FILLING UP THE APPLICATION)**

To,
The Chairman
District eGovernance Society
Cooch Behar, (W.B.)
PIN-736101

Affix a recent
Passport size
Colour Photograph
and Sign across it

FOR OFFICE USE ONLY

Roll No : _____

Sub: Application for the post of : _____

1. Name in Full (In Block Letters) : _____

2. Name of the Father/ Husband
(In Block Letters) : _____

3. Name of Mother (In Block Letter) : _____

4. Date of Birth :

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|

5. Age as on 01.04.2017 : _____ years _____ Months _____ Days _____

6. Sex
(Please tick the suitable) : Male Female

7. Nationality : _____

8. Proof of Identity (Please tick the Document & attach Self Attested Copy of that) : Passport Voter ID Card
 Driving Licence Pan Card

ID card Issued any Government Organisation AADHAR Card

Photo ID Card Issued by SDO/ADM

9. Languages Known: Bengali English Hindi

10. Postal Address : _____

P.S. _____

District _____

State _____

Pin

| | | | | | |
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| | | | | | |
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11. Contact No. :

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|--|--|--|--|--|--|--|--|--|--|

12. Valid email ID : _____

13. Whether physical handicapped (If yes, please attach certificate) : Yes No

14. 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 |
|-------|--------------------|-----------------|--|----------------------|---------------------|
| | | | | | |
| | | | | | |
| | | | | | |

15. Computer Qualification (Self- attested copies must be enclosed)

| Sl No | Examination passed | Year of passing | Board/ Council/ Institution | Total marks obtained | % of marks obtained |
|-------|--------------------|-----------------|-----------------------------|----------------------|---------------------|
| | | | | | |
| | | | | | |

16. Details of Experience _____
(Self-attested Copy of the supporting documents to be enclosed) _____

17. Declaration by the applicant.

- (a) I do hereby declare that I have not submitted any other application for this post. I am fully aware that if I contravene this rule, except this application all other applications will be summarily rejected.
- (b) I do also 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.
- (c) I am fully aware that the engagement is purely Contractual and temporary and I shall not claim for permanent engagement by virtue of this in future from any concern.

Place:

Date:

Full Signature of the Applicant

N.B. The District e-Governance Society, Cooch Behar reserves the right to summarily reject any application found to be incomplete, defective, lacking requisite documents and any other defects / deficiencies that disqualify the candidature.

ELIGIBILITY CRITERIA FOR SELECTION OF DISTRICT LEVEL MANPOWER RESOURCES

District Programme Manager Executive

Following is the eligibility criteria for recruitment to the post of District Programme Management Executive:

1. Essential Qualifications:

- (i) Should be resident of Cooch Behar district.
- (ii) Graduate in any discipline.
- (iii) Must have at least CCC level proficiency in computer from NIELIT.
- (iv) Should be able to communicate in English and local language.
- (v) Should be aged between 24-35 years as on 01.04.2017

2. Essential Experience :

- (a) Minimum of two (2) years of relevant work experience preferably in IT/e-Governance /IT related project co-ordination and program management in related fields.
- (b) Experience in the domain of IT projects, IT infrastructure deployment / software development, hardware, networking, security management in IT projects.
- (c) Experience in e-Governance related projects of organizations/ departments/ NGO/ Non-Profit Organization.

ROLES AND RESPONSIBILITIES OF DISTRICT LEVEL RESOURCES

1. Supporting DeGS in Program management and last mile implementation in all the Gram Panchayats within the respective District Administration.
2. Coordinating with State teams, CSC SPV teams and National team for smooth implementation.
3. Working with DeGS for selection of VLEs, CSC locations and enabling factors ensuring smooth operations of CSCs.
4. These resources would be the first point of contact for redressing VLEs' issues and the issues raised at the Help Desk.
5. These resources would facilitate the capacity building and training activities conducted by CSC SPV and State/ UT in the district for increasing sustainability of CSCs.
6. Co-ordinating with other State/ UT departments along with State teams for enablement of more services into the CSC platform and integrating existing services/ portals into the universal CSC technological platform.
7. Conducting regular field level assessments of CSCs within the district. It is proposed to provide Geo-Tagged application support to these resources for undertaking regular field visits of CSCs within their operational district providing a hand-holding support to VLE.
8. Co-ordinating with DeGS for review meetings on implementation progress within the district.
9. Supporting DeGS in implementation, decision making and all other activities as assigned by the DeGS.