

**JOB OPPORTUNITIES IN DISTRICT PROJECT MANAGEMENT UNIT (DPMU),
KANYASHREE PRAKALPA, COOCH BEHAR**

[Advertisement No.: DM/Estb./01 of 2017]

Applications are invited for recruitment from eligible candidates/ retired Govt. employees to the post of **Data Manager in D.P.M.U., Kanyashree Prakalpa, Cooch Behar on contract basis**. Last date of submission of application is 19.04.2017. For details visit www.coochbehar.gov.in or contact Establishment Section, D.M.'s Office, Cooch Behar.


District Magistrate,
Cooch Behar



Government of West Bengal

OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR

জেলাশাসকের কার্যালয়, কোচবিহার, পশ্চিমবঙ্গ

(Establishment Section)

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

Memo No.: G/736/1(1)XX-187(Pt.-II)

Dated: 04.04.2017

Copy forwarded for information and wide publicity to :

The District Information & Cultural Officer, Cooch Behar with request to arrange to publish the above advertisement in 'Uttarbanga Sambad' on 05.04.2017 and send the bill alongwith published copy of news papers to this office in due course.


For District Magistrate,
Cooch Behar

Memo No.: G/736/1(20)/2(20)XX-187(Pt.-II)

Dated: 04.04.2017

Copy along with copy of post details forwarded for information and wide publicity to:

- 1-5. The sub-divisional Officer, Sadar, Cooch Behar/ Dinhata/ Tufanganj/ Mathabhanga/ Mekliganj.
- 6-17. The Block Development Officer, Cooch Behar-I/ Cooch Behar-II/ Tuanganj-I/ Tufanganj-II/ Dinhata-I/ Dinhata-II/ Sitai/ Mathabhanga-I/ Mathabhanga-II/ Sitalkuchi/ Mekliganj/ Haldibari.
18. The District Informatics Officer, NIC, Cooch Behar with request to upload the Advertisement Notice, Post Details & prescribed application format (enclosed) into the Web Site (www.coochbehar.gov.in).
19. The DPM, DPMU, Cooch Behar.
20. The District Employment Officer, Cooch Behar.

Spare copy for office Notice Board.


For District Magistrate,
Cooch Behar

**JOB OPPORTUNITIES IN DISTRICT PROJECT MANAGEMENT UNIT (DPMU),
KANYASHREE PRAKALPA, COOCH BEHAR**

Name of the Post	:	Data Manager
No. of vacancy	:	04 (four)
Age	:	Not less than 18 years and not more than 37 years as on 01.01.2017.

For retired Govt. employees : As per G.O. No. 115-F(P) dated 04.01.2012.

Essential Qualification & Experience :

- Graduate in any discipline
- Certificate in Computer Applications from a reputed and recognized institute
- Must have typing speed 30 wpm

Desirable : Minimum 1 year of working experience.

Job Responsibility : Maintain data entry operation

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

Tenure of Service : 03 (three) years *on contract*



FORMAT

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Passport size
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***Application for the post of 'Data Manager' in District Project Management Unit
(DPMU), Kanyashree Prakalpa of Cooch Behar District***

1.	Name (in capital letters)	
2.	Father's Name	
3.	Communication address with PIN & Contact No.	
4.	Permanent address with PIN	
5.	Sex [Tick (✓) in appropriate box]	Male <input type="checkbox"/> Female <input type="checkbox"/>
6.	Date of Birth [dd/mm/yyyy]	<input type="text"/> / <input type="text"/> / <input type="text"/>
7.	Age as on 01.01.2017	_____ Years _____ Months _____ Days
8.	Educational Qualification	
9.	Extent of Computer Knowledge	
10.	Working Experience	
11.	PPO No. [in case of retired employees] (Attested Photocopy to be submitted)	

Declaration : I do hereby declare that the above statements are true and correct to my belief.

Date :

Signature of the Candidate in full

NOTE :

1. Attested photo copies of proof of Age, Educational Qualification, Computer Knowledge & Experience should be enclosed.
2. The application should be submitted to the District Magistrate, Cooch Behar by hand or, by post by 19.04.2017 [upto 5.30 P.M.]