

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

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 14/12/2016. For details visit www.coochbehar.gov.in or contact Establishment Section, D.M.'s Office, Cooch Behar.


District Magistrate,
Cooch Behar
A
02-12-16

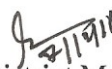
Memo No.: G/3028/1(20)/2(20)XX-187(Pt.-II)

Dated: 07/12/2016 .

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

1. The Sub-divisional Officer, Sadar, Cooch Behar/Dinhata/Tufanganj/Mathabhanga/Mekliganj.
- 2-17. 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 and prescribed application format (enclosed) into the website (www.coochbehar.gov.in).
19. The District Social Welfare Officer, Cooch Behar.
20. The District Employment Officer, Cooch Behar.

Spare copy for office Notice Board.


For District Magistrate,
Cooch Behar
A
02-12-16

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

- Name of the Post** : **Data Manager**
- No. of vacancy** : 02 (two)
- 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** : ₹.11,000/- per month (consolidated)
- Tenure of Service** : 03 (three) years *on contract*
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FORMAT

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

Paste Recent
Passport size
coloured
photograph and
sign across

Name of the Post Applied for : **DATA MANAGER**

1.	Name (in capital letters)	
2.	Father's Name	
3.	Communication address with PIN & Contact No.	
4.	Permanent address with PIN	
5.	Sex [Male/Female]	
6.	Date of Birth	
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 & correct to my belief.

- 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 [Establishment Section] by hand or, by post.

Date :

Signature of the Candidate in full