

NOTICE

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

[Advertisement No. DM/Estb./03 of 2021 dated 14.06.2021]

Applications are invited from eligible candidates for contractual posts of Data Entry Operator in D.P.M.U., Rupashree Prakalpa, Cooch Behar. Last date is 30.06.2021.

sd/-
District Magistrate,
Cooch Behar.

Post & Vacancy details :

Sl. No.	Name of the Post	Age (as on 01.01.2021)	Essential Qualification	Job responsibility	Consolidated Pay per month	No. of Vacancy
1	Data Entry Operator	<ul style="list-style-type: none">Not more than 40 years. (Age relaxation: 5 years for SC/ST candidates and 3 years for OBC candidates)	<ul style="list-style-type: none">Graduate in any discipline.Working knowledge of Computer and ability to work in MS Office packages (MS Word, MS Excel, MS Power Point etc.).Must have typing speed of 30 wpm.Minimum 1 (one) year of work experience in any Government or Non-Government Organization.	To do the work of data entry, report preparation, compilation etc.	Rs.11,000/-	03 (Three) SC - 02 OBC(A) - 01

NOTE :

1. Applicant must be a permanent resident of Cooch Behar district.
2. Tenure of service of all the posts is on yearly contract basis.
3. Date of Written Examination will be published on District website (www.coochbehar.nic.in) in due course.
4. Shortlisted candidates will be able to download their Admit Card from the District website (www.coochbehar.nic.in).
5. Last date of submission of Application: 30.06.2021 (Friday) up to 5:00 p.m.
6. Application along with documentary evidence should be submitted **ONLY** through e-mail to examcell.dmcbr@gmail.com
7. Incomplete Application will be summarily rejected.
8. For any clarification or information regarding this recruitment, candidates may contact through e-mail to examcell.dmcbr@gmail.com

M.
For District Magistrate,
Cooch Behar

APPLICATION FORMAT

*Application for the posts under District Project Management Unit (DPMU)
Rupashree Prakalpa of Cooch Behar District (On Contract Basis)
(Advt. No. DM/Estb./03 of 2021 dated 16.06.2021)*

To,
The Chairperson,
District Level Selection Committee,
DPMU, Rupashree Prakalpa,
Cooch Behar.

Recent Passport size
photograph duly
signed by the
candidate.

Sub : Application for the post of **Data Entry Operator**.

Sir,

I am to offer my candidature for the post specified above for your kind consideration :-

1. Name of the Candidate (<i>in Block Letters</i>)	:
2. Name of the Father/Husband (<i>in Block Letters</i>)	:
3. Present Address with PIN Code	:
4. Permanent Address with PIN Code	:
5. Mobile No.	:
6. e-Mail ID	:
7. Date of Birth	:
8. Age as on 01.01.2021	: _____ Years _____ Months _____ Days
9. Sex	:
10. Candidate belonging to SC/ OBC-A category	:
11. Educational Qualification	:
12. Computer Qualification, if any	:
13. Work Experience, if any	:

I do hereby declare and affirm that all the information furnished above are true to the best of my knowledge and belief. I do hereby undertake that DPMU, Rupashree Prakalpa, Cooch Behar may debar me from participating in the selection process at any stage and also take any legal action for submission of any information or document that is proved to be false.

I further declare that I, being a candidate serving under the Government / Government Undertaking/ Statutory Body, have informed the Head of the Office/ Department in writing that I am applying for this post. (Strike out this para if not applicable).

Date :

Place :

(Full signature of the Applicant)

- N.B.: 1) Self-attested documents in support of permanent address, age, educational qualification, computer qualification, caste and work experience along with copy of EPIC/ Passport will have to be submitted along with the filled-in application form to the e-mail id examcell.dmcb@gmail.com
2) Incomplete applications will be summarily rejected.