



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, BANKURA
(IT Cell)

NOTICE

Memo No: 09/G/IT

Dated: 05 / 01 / 2018

1. Applications are invited from the eligible Indian Citizen for the following post **in the District of Bankura.**

(i) Name of the Post :- **District Programme Management Executive (DPME)**

(ii) No. of Vacancy :- **2 (Two)**

2. Essential Qualification :

- a. Graduate in any Discipline
- b. Must have at least CCC level proficiency in computer from NIELIT **or** 1 (one) year diploma in Computer Application from NIELIT / DOEACC / Youth Computer Training Centre or any other reputed organisation may also apply.
- c. Minimum of two years of relevant work experience preferably in IT / e-Governance / IT related project co-ordination and programme management in related fields,
- d. Should be able to communicate in English and local language
- e. Applicant should be the resident of Bankura District.
- f. Applicant should be aged between 24 to 35 years as on 01-01-2018

3. Desired skills:

- a. Prior project management experience.
- b. Experience in the domain of IT projects, IT infrastructure deployment / software development, hardware, networking, security management in IT projects.
- c. Good people management and communication skills.
- d. Result oriented and self-motivated for working in rural areas and cross reporting structure.
- e. Experience in e-Governance related projects of organisations / departments / NGO / Non-profit Organisation.
- f. Willingness to travel across the district at the Gram Panchayats.

Other terms and Condition:-

4. Remuneration :- Consolidated remuneration of Rs. 20,000/- per month

5. **Method of selection will be intimated along with the Admit Card. Admit Card should be downloaded from the official website at www.bankura.gov.in**
6. **The engagement will be purely contractual and initially for a period of one year subject to further renewal strictly in conformity with the programme period subject to satisfactory performance of the incumbent.**
7. If the work and conduct of the incumbent concerned are found unsatisfactory, the service may be terminated before completion of the period of contract with one month's notice. However, if the incumbent wishes to resign before completion of the engagement period, one month's prior intimation will have to be given.
8. 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 and legal action will be taken.
9. Interested candidates fulfilling all the eligibility criteria can apply online at the official website of Bankura district website www.bankura.gov.in only.
10. **Incomplete application will be rejected.**
11. **Online application will be received from 08-01-2018 and last Date for submission of application form in 24/01/2018 (Wednesday) up-to 05:00 PM. No applications, either by e-mail or post or hand, will be accepted.**
12. **Timely receipt of application shall be the sole responsibility of the applicant.**
13. 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.**
14. **One copy of recent coloured photo and candidate's signature is to be uploaded.**
15. The applicant shall have to produce all original certificates of Identity, educational qualifications, age, experience etc. for verification as and when asked for by the selection committee.
16. The Chairman of the Selection Committee has the sole right of rejecting any or all the applications and the selection process.

**Sd/-
District Magistrate
Bankura**