



Government of West Bengal  
Office of the District Magistrate, Bankura  
District Project Management Unit  
Kanyashree Prakalpa, Bankura

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Memo No. : 179 /KP/BNK

Date 22 / 12 /2015

**NOTICE**

Applications in prescribed form are hereby invited from the willing candidates for engagement as Data Manager on contractual basis under District Project Management Unit, Bankura for Kanyashree Prakalpa in Bankura District.

Eligible Candidates who have already applied vide previous engagement notification no:- 18/SW/BNK, Dated-10.01.2014, need not to apply further. The list of Eligible Candidates are uploaded at District website <http://www.bankura.gov.in> .

Eligibility criteria for the contractual posts and other conditions along with procedure of application and processes for selection for engagement are given as below. Engagement to all the posts are for a contractual period of 3 years from the date of contract.

**A. Details of contractual post with remuneration & eligibility criteria:-**

Name of the Contractual Post	Essential Qualification(s) & Experience	Desirable Qualification & Experience	Age as on 1 <sup>st</sup> December 2013	No. of Post(s)	Remuneration per month
Data Manager (Sub-Divisional/Block)	<ul style="list-style-type: none"><li>Graduate in any discipline.</li><li>Certificate in Computer Application from a reputed and recognized institute and ability to work in MS Office packages, Internet Browser etc.</li><li>Typing speed of 30 W.P.M in Keyboard</li></ul>	Minimum 1 year of working experience	Not less than 18 years and not more than 37 years	25 (1 each in every Block and Sub-Division)	Rs 11,000/- (consolidated)

**B. Details of contractual posts with period of contract and place of posting:-**

Name of the Contractual Post	Residential Criteria	Period of contract	Place of posting
Data Manager (Sub-Divisional/Block)	Indian National & Resident of Bankura District	3 years from the date of joining	Block/ Sub Division (Anywhere in the District)

**C. Procedure of selection for engagement:-**

Name of the Contractual Post	Written Examination	Practical Examination	Interview
Data Manager (Sub-Divisional/Block)	Total 60 Multiple choice questions comprising Arithmetic, English, Computer, General Knowledge and Current Affairs	Computer Hands on	Yes

- 1) The following documents/ testimonials/ items have to be attached with the application :-
  - a) Self attested copies of proof of residence (any one) like EPIC or driving license or passport or residential certificate from authorities like SDO/ BDO.
  - b) Self attested copies of proof of date of birth (any one) like birth certificate from competent authority /Madhyamik or Secondary level admit card/certificate.
  - c) Self attested copies of proof of educational qualification - All documents justifying essential & desirable qualifications.
  - d) A self-addressed envelope with postage stamp for Rs. 10.00 affixed on it (for sending admit card).
- 2) Application Form may be downloaded from the website <http://www.bankura.gov.in>. Photocopied, typed, printed or scanned copies of the application form will also be entertained.
- 3) All application shall consists two (02) recent colour passport-sized photograph (1 affixed on the application & the other stapled).
- 4) All applications should contain the self attested photocopies of all testimonials to substantiate eligibility in respect of essential qualifications & residential status and also to establish desirable qualifications.

- 5) Applications are to be submitted in a sealed envelope clearly mentioning the Name of the Post Applied for ....., Place of Posting Applied for....., at the drop box to be kept at

**District Kanyashree Cell,  
District Project Management Unit,  
Kanyashree Prakalpa,  
Ramkinkar Yuva Avas (Ground Floor)  
Pratap Bagan, Bankura-722101**

**From 11 A.M. to 5 PM on and from 22nd December, 2015 to 31st December, 2015  
(Except holidays).**

**Applications may also be sent by ordinary post only.**

**No application shall be received after 5 PM of the last date i.e. 31.12.2015.**

- 6) Application without the signature of the applicant or incomplete in any respect shall be rejected.
- 7) Submission of more than one application for a single post is strictly forbidden. The candidature of a candidate, who submits more than one application for a single post for admission in the examination, will be cancelled even if he/she is eligible for the post.
- 8) List of rejected applications along with reasons of rejection & List of eligible applications would be available in the District Website at <http://www.bankura.gov.in> in due time.
- 9) All applicants whose applications are accepted would be called for a Written Examination as detailed in Item C. Only candidates qualifying in the written examination would be called for practical examination and / or Interview.
- 10) List of qualifying candidates would also be available in the district website.
- 11) Admit Cards with date & place of written examination will be sent by post in the envelope submitted by the applicants. The admit cards will also be made available in the district website at <http://www.bankura.gov.in> in due time. In case any candidate does not get the admit card by post, he/she can download the admit card from the Bankura District's website. The Date & Place of Practical Examination and Interview will be made available in the district website for qualifying candidates only on completion of the procedure of written examination.
- 12) Applicants are requested to keep visiting the district website at <http://www.bankura.gov.in> in a regular manner for any subsequent information/updates in this regard. No individual communication will be entertained.
- 13) Original testimonials are to be produced as and when called for, failing of which the candidature of a candidate will be rejected.
- 14) Canvassing in any form will disqualify the candidate.

- 15) Any attempt on the part of the candidate to enlist support for his/her application through persons, officials of Government or agencies will disqualify him/her for appointment. Specific recommendations from, persons interested in the candidates, or otherwise known to them will be disregarded and will render the candidates ineligible.
- 16) All other terms & conditions for engagement would be guided by orders and notifications issued by the Department of Women Development & Social Welfare and resolutions of the State Level Steering & Monitoring Committee, Kanyashree Prakalpa in this respect.
- 17) The District reserves the right to engagement and any engagement to any aforesaid post may be suspended/ postponed at any point of time.
- 18) Applicants are liable for prosecution under extant laws for any wrong/ fraudulent/ incomplete information during application.

*DM* 22/12/15

District Magistrate, Bankura &  
Chairperson, District Level Selection Committee  
DPMU, Kanyashree Prakalpa, Bankura

Memo No. : 179(1)/5 /KP/BNK

Date: 22 / 12 /2015

**Copy forwarded for information to the:**

- 1) Officer In Charge, Kanyashree Prakalpa, Bankura.
- 2) District Informatics Officer, NIC, Bankura with a request to publish the said Notice in the District website along with the application proforma and list of eligible candidates vide previous engagement Notification No 18/SW/BNK Dated 10.01.2014 enclosed with it.
- 3) CA to DM, Bankura for kind information of District Magistrate, Bankura.
- 4) CA to ADM (ZP) for kind information of the Additional District Magistrate (ZP).
- 5) DICO, Bankura for publication of the abridged version of the said notice as enclosed in a leading news paper.

*DM* 22/12/15

District Magistrate, Bankura &  
Chairperson, District Level Selection Committee  
DPMU, Kanyashree Prakalpa, Bankura