



Govt. of West Bengal
Office of the District Magistrate & Collector, Jhargram
P.O+Dist- Jhargram
(Kanyashree Section)

Landline - 03221257915

Email - jhargramdm@gmail.com

Memo No: 57/KSP/JGM

Date: 24.08.2018

Notification for Engagement of Data Manager under Kanyashree Prakashra

Applications are invited from eligible candidates for selection to the following posts in the district of Jhargram. Willing candidates are required to drop hard copies of application forms in the drop box kept at the Kanyashree Cell of the Office of the District Magistrate, Jhargram from 28.08.2018 to 19.09.2018 on working days from 10 a.m to 5:30 p.m. Applications may be submitted by registered post also. The last date for submission of the application is 19.09.2018 till 5:30 p.m.

Prescribed application form may be downloaded from the website (www.jhargram.org).

Xerox/typed/printed/scanned copy of Application Form will also be entertained.

Name of post and eligibility

| | | |
|----------------------------------|--|--|
| Name of the Post | 1.Data Manager for Sub-Divisional Office | 2.Data Manager for Block Offices |
| Remuneration | Rs. 11,000/- per month(consolidated) | Rs. 11,000/- per month(consolidated) |
| No of posts: | 1 | 8 |
| Service Type: | Purely on contract | Purely on contract |
| Period | 3 years on contract | 3 years on contract |
| Age: | 18-37 years as on 01.01.2018 , age relaxable for SC,ST & OBC candidates as per prevailing Act & Rules of Govt. | 18-37 years as on 01.01.2018 , age relaxable for SC,ST & OBC candidates as per prevailing Act & Rules of Govt. |
| Residential Qualification | Preferably a resident of the District. | Preferably a resident of the Block applying for. |
| Essential Qualification: | 1. Graduate in any discipline. 2. Certificate in Computer applications (Minimum 1 year) from a reputed and recognized institute. 3. Typing speed 30 wpm. | 1. Graduate in any discipline. 2. Certificate in Computer applications (Minimum 1 year) from a reputed and recognized institute. 3. Typing speed 30 wpm. |
| Working Experience: | Preferably 1 year working experience. | Preferably 1 year working experience. |



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Mode of Selection: Subject to fulfilment of the criteria, selection will be done by evaluation out of 100 marks through 3 stages as mentioned below:

A. First Stage: Written Examination- 50 (fifty) marks, date-29.09.2018.

Syllabus for Written Examination:-

English- 15 marks, Arithmetic-10 marks, General awareness-10 marks,
Computer knowledge-15 marks.

Written Examination will be through MCQ method and there will be no negative marking.

B. Second Stage: Candidates will be shortlisted for computer practical test (40 marks) on the basis of marks obtained in the Written Examination. Date of computer test 03.10.2018.

C. Third Stage: Interview -10 (Ten) marks, date-04.10.2018.

General guidelines:-

1. Along with Application the candidates are required to submit self attested photocopy of Madhyamik admit card, Mark sheet of all Academic Qualifications, Certificate of Higher Education, Computer Education and Experience, Voter card/ Aadhar Card and 2 recent colour passport size photographs (1 to be pasted and self attested in the application form & the other to be stapled with the application form). The candidate is advised to write his/her name with father's/ guardian's name at the back of the additional photograph. Candidate, unable to download admit cards issued to him, should come to the office of the District Magistrate, Jhargram before the Computer examination for having their admit cards.
2. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of his advertisement, his/her Candidate shall be summarily rejected.
3. The filled in application form(in original) shall have to dropped at the drop box specifically earmarked and kept at the Kanyashree Cell of the office of the District Magistrate, Jhargram super scribing the envelope as-
 - **Application for the post of _____**
4. Defective/ incomplete applications will be summarily rejected.



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5. Only shortlisted candidates will be asked to produce all relevant original certificates along with the attested photo copies for verification at the time of viva voce, failing which their candidature shall be rejected without any further communication.
6. Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlist for his/her application through persons, officials of Government, or agencies will disqualify him/her will be disregarded and will render the candidates ineligible.
7. The final merit list will be prepared on the basis of total marks obtained in the Written Examination, Computer Examination and the Viva Voce test.

Note:: (if any change takes place in the eligibility criteria, syllabus for examination, date of examination ,vacancy position, other issues directly related with this notification will be brought to the notice of candidate in manners decided by the District Level Committee).

By order

AD
24/08/18
District Magistrate
Jhargram
24.08.18

Memo No: 57/1(6)/ KSP/JGM

Date: 24.08.2018

Copy forwarded for information:

1. The Secretary, Deptt. of Women and Child Development & Social Welfare, Govt. of West Bengal.
2. The Additional District Magistrate(Dev), Jhargram
3. The Sub-Divisional Officer, Jhargram
4. The DPM Kanyashree, Jhargram
5. The Block Development Officer(All), Jhargram District
6. The District Information and Cultural Affairs Officer, Jhargram. He is requested to arrange to Publish the notice at “Banglar Mukh” website, Govt. of West Bengal.

AD
24/08/18
District Magistrate
Jhargram
24.08.18

Application for the post of Data Manager (Kanyashree Prakalpa)

Ref:- Memo No. 57/KSP/JGM

Date: 24.08.2018

To
The District Magistrate
Jhargram
Name of post applied for- _____ Sub-Division/ Block-

Affix recent
passport size
photograph

1. Name of the Applicant (in Block Letter) : _____
2. Father's/Husband's Name : _____
3. Category : _____
4. Date of Birth: (dd/mm/yyyy) : _____
5. Age as on 01/01/2018 : _____
6. Address: Vill /Street : _____ P.O _____
Block/Municipality _____ P.S _____
Pin Code: : _____ Dist _____ State _____
Mobile No. _____
7. E-mail : _____
8. Sex: _____ : (Male/Female) _____
9. Religion: _____ 10. Nationality: _____
10. Educational Qualification:

| Sl No. | Examination Passed | Board/University/institute | Year of Pass | Total marks | Marks Obtained | % of Marks |
|--------|--------------------|----------------------------|--------------|-------------|----------------|------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |

11. Computer knowledge:

| Sl No. | Examination Passed | Board/University/institute | Year of Pass | Total marks | Marks Obtained | % of Marks |
|--------|--------------------|----------------------------|--------------|-------------|----------------|------------|
| | | | | | | |
| | | | | | | |

12. Working Experience : (with Date and Name of issuing Authority): _____

13. Declarations:

I do hereby that (a) All statements made in this application are true, complete and correct (b) Original documents will be produced on demand and agree to undergo the selection process on the condition that the Committee may cancel my candidature if I am found ineligible at any stage and I am submitting only this application for the post mentioned above.

Date:

Place:

Signature of the Candidate in full