



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
SILIGURI, DIST. DARJEELING  
( KANYASHREE SECTION )**

**NOTIFICATION**

Memo. No. 322/DPMU

Dated. 02/11/18

Applications in the prescribed format are invited from the eligible candidates for the following posts under the District Project Management Unit, Kanyashree Prakalpa, Siliguri, Dist. Darjeeling.

Sl. No.	Name of the post	Residential Criteria	No. of posts vacant	Age as on 30/9/2018	Educational Qualification & experience	Desirable	Consolidated salary per month in Rs	Mode of examination	Syllabus for written exam
1.	Accountant cum Data Manager	Must be the resident of Siliguri Sub-Division	1	18-37 years	1. Commerce Graduate  2. Certificate in Computer Applications from a reputed and recognised institute and ability to work in MS office.	Minimum 1 year of working experience	12,000/- per month	Written test, typing speed and viva voce test	English, Arithmetic, Commerce and Computer application, General Awareness
2.	Data Manager ( one for Naxalbari and one for Phansidewa block)	Must be the resident of Siliguri sub-Division	2	18-37 years	1. Graduate in any discipline 2. Certificate in Computer Applications from a reputed and recognised institute Must have typing speed of 30wpm	Minimum 1 year of working experience	11,000/- per month	Written Test, typing speed test and viva voce test	English, Arithmetic, Computer application, General Awareness

**Terms and Conditions:**

- The posts are purely temporary and contractual in nature. Initially appointment will be made for 1 year. However,
- the service may be terminated with one month prior notice from either side without any reason.
- Work related to Kanyashree Prakalpa and other official work assigned from time to time to be performed as
- normal duty.
- Applicants should be medically fit.

**How to apply:**

Applications forms may be downloaded from the official website [www.siliguri.gov.in](http://www.siliguri.gov.in) or [www.darjeeling.gov.in](http://www.darjeeling.gov.in). Duly filled in application forms to be submitted along with the self attested photocopies of following documents at the Kanyashree Section of the office of the Sub-Divisional Officer Siliguri.

- Age proof certificate.
- Educational qualification certificate.
- Certificate in Computer Application.
- Three recent passport sized colour photographs.
- One self addressed stamped envelope for delivery of admit card
- Experience certificate of at least one year.

Last date of submission of application form : 15<sup>th</sup> November 2018 till 4:00 pm.

Sub-Divisional Officer  
Siliguri

Dated. 02/11/18

Memo.No. 322/DPMU

Copy forwarded for information to:-

1. The District Magistrate, Darjeeling.
2. The Additional Executive Officer, Siliguri Mahakuma Parishad.
2. The Block Development Officer, Kharibari/ Matigara/ Naxalbari/ Phansidewa block for displaying in the office notice board.
- ✓ The District Informatics Officer, Darjeeling for uploading the same in the websites [www.siliguri.gov.in](http://www.siliguri.gov.in) and [www.darjeeling.gov.in](http://www.darjeeling.gov.in).
4. The Sub-Divisional Information and Cultural Officer, Siliguri for wide publicity in the local print media urgently.
5. Notice Board, SDO office, Siliguri.

Sub-Divisional Officer  
Siliguri

**FORMAT FOR APPLICATION FOR THE CONTRACTUAL POST OF ACCOUNTANT CUM DATA MANAGER / DATA MANAGER FOR KANYASHREE PRKALPA UNDER DISTRICT PROJECT MANAGEMENT UNIT , SILIGURI**

Name of the post applied for: \_\_\_\_\_

Affix self attested recent  
passport size colour  
photograph

1.	Name in capital letters			
2.	Father's name			
3.	Address for communication			
4.	Date of birth			
5.	Age as on 30/09/2018			
6.	Contact No. & Email address			
7.	Educational Qualification	<b>Exam passed</b>	<b>Subjects taken</b>	<b>% of marks obtained</b>
		Secondary		
		Higher Secondary		
		Graduation		
7.	Extent of computer knowledge			
8.	Working experience			
9.	PPO No. ( In case of retired govt. employee , a photocopy of PPO to be attached)			

Note:1. Self attested photocopies of proof of Age, Educational Qualification, Computer Application and Experience are to be enclosed.

2. The duly filled in application along with the necessary documents has to be submitted at the Kanyashree Section of the office of the Sub-Divisional Officer, Siliguri on or before 15<sup>th</sup> November'2018 by 4:00 pm.

I hereby undertake that the information furnished above is correct to the best of my knowledge and belief and anything found contrary I would be liable for that.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Full signature of the applicant

**ADMIT CARD**

RECRUITMENT OF ACCOUNTANT CUM DATA MANAGER / DATA MANAGER ON CONTRACTUAL BASIS FOR KANYA SHREE PRAKALPA UNDER DPMU, SILIGURI

Ref. No. \_\_\_\_\_ Dated. \_\_\_\_\_

Name of the post applied for: \_\_\_\_\_

Name of the applicant: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Affix recent passport size  
colour photo graph

ROLL NO:

DATE OF EXAM:

TIME:

VENUE:

Signature of issuing authority

- N.B:1. Candidates will not be allowed to enter the examination hall after 15 minutes of the commencement of examination.
2. Candidates will not be allowed to carry mobile phone, calculator, smart watch and any other electronic gadgets inside the examination hall.
  3. Candidates will not be allowed to leave the examination hall before the end of the examination.
  4. No TA/ DA will be allowed.