



Government of West Bengal  
Office of the District Magistrate: Darjeeling  
District Project Management Unit

Memo No : 86 /DPMU/DJ/19-20


Dated: 14 /01/2020

To  
The District Cultural Officer  
Darjeeling

**Sub: Publishing of Recruitment Notification of Kanyashree Prakalpa on Local Newspaper**

With the above cited subject you are requested to kindly publish the Recruitment Notification in the Local Newspaper of Nepali and English language in Darjeeling Hills. The said publish should be of 2 (Two) Days and the newspaper must be a reputed newspaper of Darjeeling Hills

**Enclosed: Notification of Recruitment**

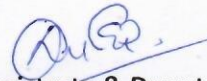
  
Deputy Magistrate & Deputy Collector  
District Nodal Officer, Kanyashree Prakalpa,  
Darjeeling

Memo No : 86 /DPMU/DJ/19-20

Dated: 14 /01/2020

Copy to:

- 1) District Informatics Officer, NIC Darjeeling to publish the Notification of Recruitment in [www.darjeeling.gov.in](http://www.darjeeling.gov.in) website for the applicants to download the notification and form for fill up.

  
Deputy Magistrate & Deputy Collector  
District Nodal Officer, Kanyashree Prakalpa,  
Darjeeling

**Government of west Bengal**  
**Office of the District Magistrate, Darjeeling**  
**District Project Management Unit, Kanyashree Prakalpa**

**Notification**

**Memo No: 84 /DPMU/DJ/19-20**

**Dated: 14 / 01 / 20 20**

Applications are invited from the eligible candidates for the purely contractual posts under District Project Management Unit, Kanyashree Prakalpa, for Darjeeling 3 Hill Sub-Divisions in the prescribed application format so as to reach within the specified date.

Sl.No	Name of the Post	No of Vacancy	Age as on 1.9.2019	Essential Qualification	Desirable Experience	Salary P.M (Consolidated)
1.	Accountant	1	18-37 yrs	B. Com (Hons) in Accountancy, Certificate Course in Computer Application from recognized Institutions	3 years Working Experience	Rs 15000/-
2.	Accountant cum Data Manager	1	18-37 yrs	B.Com Certificate Course in Computer Application from recognized Institutions	1 Years working experience	Rs 12000/-

**Terms and Conditions:**

- 1) The Posts are purely temporary and contractual; initially appointment will be made for 1 year. However the service may be terminated within the month notice from either side without any reason.
- 2) Works related to Kanyashree Prakalpa and other official work assigned from time to time to be performed as normal duty.
- 3) Applicants should be medically fit.
- 4) Selection will be made through written, computer test and viva voice test.
- 5) Applications are only accepted from Candidates residing under Darjeeling 3 Hill Sub-Divisions.
- 6) Candidates from SC, ST communities will get age relaxation of 5 years and OBC Community will get relaxation of age 03 years applicable as per rule over the prescribed age limit.

**How to apply:**

The candidates should apply in prescribed application format attached with this notification and submitted in the assigned drop box for the separate post at office of the District magistrate, Darjeeling, Lebong Cart Road (Kanyashree Cell). The application is to submitted by hand (by posts are not accepted). [www.darjeeling.gov.in](http://www.darjeeling.gov.in)

Documents to submitted with Application form

- 1) Age proof: Madhyamik Admit Card/Birth Certificate
- 2) Residence Proof: Voter Card/Aadhar Card/Ration Card/Gas Book/Electric Bill.
- 3) Academic & Computer Qualification: Self attested copy of Academic & computer qualification for the post as mentioned in table.
- 4) Experience Certificate: Self attested copy of experience certificate from authority as mentioned.
- 5) Two Self addressed stamped envelope form for Delivery of admit card.
- 6) Recent 3 P.P photograph duly signed by the Candidate.
- 7) Incomplete applications with incomplete documents will not be entertained

Last date for submission of application form : **05.02.2020**

  
**District Magistrate**  
**Darjeeling**

**APPLICATION FORM FOR CONTRACTUAL RECRUITMENT OF ACCOUNTANT AND ACCOUNTANT CUM DATA  
MANAGER IN KANYASHREE PRAKALPA UNDER DISTRICT PROJECT MANAGEMENT UNIT, DARJEELING THREE  
HILL SUB-DIVISION.**

(Form should be filled in with ball pointed pen in own handwriting. Incomplete form without attached documents and form not delivered in due mandate time are liable for rejection)

In reference to Notice vide Memo No. 84 /DPMU/DJ/19-20 Dated 14 /01/2020: I am willing to apply for the same and my details of particulars are given below.

Post Applied for : \_\_\_\_\_

1. Applicants Name : \_\_\_\_\_
2. Date of Birth : \_\_\_/\_\_\_/\_\_\_ Age as on 01/01/2020 (D)\_\_\_\_(M)\_\_\_\_(Y)\_\_\_\_\_
3. Gender (Male/Female/Others) : \_\_\_\_\_ Marital Status : \_\_\_\_\_
4. Father's /Husband Name : \_\_\_\_\_
5. A) Category (SC/ST/OBC/GEN): \_\_\_\_\_
6. Address for Correspondence : Village /Street : \_\_\_\_\_

7. Permanent Address: P.O: \_\_\_\_\_ P.S \_\_\_\_\_  
Dist: Darjeeling Pin: \_\_\_\_\_  
Village /Street : \_\_\_\_\_

P.O: \_\_\_\_\_ P.S \_\_\_\_\_  
Dist: Darjeeling Pin: \_\_\_\_\_

8. Educational Qualifications :

Exams Passed	Board/University	Subjects	Year of Passing	Marks Obtained	Results/ Division	% Marks

9. Details of Work Experiences:

Sl. No	Name of the Organization/Institution	Post	Period (From -To)

Enclose Self – attested photocopies of all proofs in respect of Sl. No. 01 to 10 (except 1 ,3 and 4) must be attached.

*"I hereby declare that all the statements made by me in the application are true, correct and complete to the best of my Knowledge and belief. I also declare that in case of my statement found false or incorrect during any stage of recruitment and thereafter, I shall abide by the decision of the Authority including cancellation of my candidature or appointment under the extant of rules."*

Date:

Place:

\_\_\_\_\_  
Full Signature of the applicant.