



**GOVT. OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE, JALPAIGURI  
(KANYASHREE SECTION)**

E-mail ID: kanyashree.jpg2014@gmail.com

Memo No- 120 /DPMU(KP)

Date- 06/08/2025

**RECRUITMENT NOTICE**

Applications are invited from eligible candidates for filling up the **ONE (1)** No. of Post each of Data Manager in **Dhupguri Sub-Divisional Office** under District Project Management Unit, Kanyashree Prakalpa, Jalpaiguri on purely contract basis. The submission of form will start from **07/08/2025** and the last Date of submission of Application is **27/08/2025 at 5:30 P.M** . For details of the post, application format and instructions on application filling and submission visit [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in) or contact Kanyashree Section, DM Office, Jalpaiguri. The Applicants are requested to visit the [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in) frequently for further information.

Sd/-  
District Magistrate  
Jalpaiguri



**DISTRICT PROJECT MANAGEMENT UNIT (DPMU),  
KANYASHREE PRAKALPA, JALPAIGURI**

**DETAILS OF POST**

Reference: Recruitment Notice vide Memo No:- 120/DPMU(KP)

Dated-06/08/2025

<b>Name of the Post :</b>	<b>Data Manager</b>
<b>No. of Post :</b>	<b>Dhupguri Sub-Divisional Office- 01 (One),</b>
<b>Age :</b>	Not less than 18 years and not more than 37 years as on 01.01.2025.
<b>Essential Qualifications:</b>	1) Graduate in any discipline. 2) Certificate in Computer Applications from a reputed and recognized institute. 3) Must have typing speed 30 wpm. 4) Must be permanent resident of the Jalpaiguri District.
<b>Desirable :</b>	Minimum 1 year experience in similar work.
<b>Job responsibility :</b>	Maintaining data entry operation for Kanyashree Prakalpa at Block Office.
<b>Salary:</b>	Rs. 16,000/- per month (consolidated)
<b>Tenure of Service :</b>	Contractual.
<b>Method of Recruitment :</b>	On the basis of Written examination ( General Mental Ability, Arithmetic, General Knowledge & Current Affairs and English) of 40 marks, Computer Test (50 marks) and Interview (10 marks).
<b>Last date of submission of Applications :</b>	27/08/2025 till 5.30 PM through Registered Post by India Post only. (No Courier Service) or In the Drop Box at DPMU, Kanyashree Section ,2 <sup>nd</sup> Floor District Magistrate Office,Jalpaiguri or in the Drop Box at the Offices of Sub-Divisional Officer , Dhupguri.



## APPLICATION FORMAT

Application for the post of '**DATA MANAGER**',  
DPMU Kanyashree Prakalpa Jalpaiguri District

Affix a recent  
coloured  
passport size  
photograph  
duly signed by  
the Candidate  
only

1. Name of the Applicant (in block letters) :
2. Father's/Husband's Name :
3. Present address :
4. Permanent Address :
5. Date of birth :
6. Age as on (01/01/2025) :
7. Caste :
8. a) Educational qualification :  
(X/ XII/ Graduation/ Post Graduation  
details to be filled below)

Sl. No.	Examination Passed	Name of the Board/University	Year	Total Marks	Marks obtained	Percentage of Marks

b) Qualification on Computer knowledge :

i) Name of Computer Course: \_\_\_\_\_

ii) Duration of Computer Course: \_\_\_\_\_

iii) Name of the Institute: \_\_\_\_\_

8. Work experience (Experience certificate to be enclosed)  
(Name of post/duration/organization) : \_\_\_\_\_

9. Contact No.\*:- \_\_\_\_\_

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

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

\_\_\_\_\_  
(Full Signature of the Applicant)

### Documents to be submitted:-

1. Self Attested photocopies of a) Proof of residence domicile/permanent residential certificate issued by SDO concerned, b) Voter's Card or Aadhar Card, c) Proof of Age, d) Educational/Essential qualification Certificates, e) Computer Knowledge certificate f) Experience certificate, g) Caste Certificate & h) One extra passport size photo of the applicant and two Self addressed envelope with requisite postage stamp .

2. The application may be submitted through Registered Post by India Post only. (No Courier Service) or In the Drop Box at DPMU, Kanyashree Section (2nd Floor District Magistrate Office, Jalpaiguri), or in the Drop Box at the Offices of Sub- Divisional Officer Dhupguri.

**Last date - 05.30 PM of 27/08/2025.**



**Instructions for filling up and submission of Application Forms.**

1. The application is to be filled up in **BLOCK / CAPITALS LETTERS**. A candidate can submit only one application.
2. The applicant must be the domicile/ permanent resident of the Jalpaiguri District.
3. The application is to be addressed **"To the Officer-in Charge, Kanyashree Prakalpa, Office of the District Magistrate, 2<sup>nd</sup> Floor, Collectorate Building, Jalpaiguri,"**through Register Post by India Post only. (No Courier Service) **or In the Drop Box at DPMU, Kanyashree Section ( 2<sup>nd</sup> Floor District Magistrate Office,Jalpaiguri) and Sub-Divisional Office Dhupguri. Last date 5.30 PM of 27 /08/2025.**
4. The application format should strictly be on the format advertised in the website [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in). Any application in different format shall be summarily rejected.
5. Applicants must enclose two self addressed envelope with requisite postage stamp and a Colour Passport size photo (Extra) along with the application.
6. The envelope containing application must be super scribed by the name of the post applied for at the top i.e. **"Application for the post of Data Manager, Kanyashree Prakalpa"**.
7. Application must be filled in properly and completely. **Incomplete applications or without full signature/ photo shall be summarily rejected.**
8. All the requisite qualifications needs to be fulfilled on the date of notification and the copies of the proof of age ,qualifications and experience needs to be submitted along with the application, otherwise the application shall be liable to be cancelled.

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