



Govt. of West Bengal
Office of the District Magistrate & Collector, Jhargram
(Kanyashree Section)

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Memo No: 80 / KSP/JGM

Date: 24/06/2022

Notification for Engagement of Data Manager under Kanyashree Prakalpa

(Ref Notification- 3270-SW/ 3W- 37/2013 dated- 08.10.2013 and 3593 (20) SW,
Dated-. 07.11.2013 of WCD & SW Deptt., Govt. of West Bengal)

Applications are invited from eligible candidates (Indian citizen only) for selection to the following posts as noted below on purely temporary and contractual basis 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 27/06/2022 to 15/07/2022** on working days from 11 a.m to 4 p.m. Applications may be sent by registered post also. But, such applications must also receive at Kanyashree Cell, Office of the District Magistrate, Jhargram before 4 p.m of 15/07/2022. **The last date for submission of the application is 15/07/2022 till 4 p.m.** Application received by hand or registered post received after the scheduled date and time will be liable to be rejected.

Application received through e-mail (if any) will not be accepted.
Prescribed application form may be downloaded from the Jhargram District website <https://jhargram.gov.in>.

Photocopy/typed/printed/scanned copy of Application Form will also be entertained. But, the application format should strictly be on the format advertised in the website <https://jhargram.gov.in>. Any application in different format shall be summarily rejected.

Name of post and eligibility

Name of the Post	Data Manager
No. of vacancy:	SC-01
Age:	Not less than 18 years and not more than 37 years as on 01.01.2022.
Residential Detail:	Must be permanent resident of Jhargram District.
Essential Qualification & Experience:	1. Graduate in any discipline. 2. Certificate in Computer applications from a reputed and recognized institute. 3. Must have Typing speed 30 wpm.
Desirable:	Minimum 1 year of working experience.
Job responsibility:	Maintain data entry operation
Salary:	Rs. 11,000/- per month (consolidated)
Service Type:	Purely on contract
Tenure of Service:	3 (three) years on contract

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Mode of Selection: Subject to fulfillment 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.

Syllabus for Written Examination:-

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

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

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

The shortlisted applicants (based on the eligibility criteria) will be eligible for the written test. District Selection committee will determine the cut-off mark for eligibility to appear for Computer Test and Personality Test.

Name of the candidates eligible for appearing in the Written Examination and date, time and venue of the written examination will be announced in the district website <https://jhargram.gov.in> and will be mentioned on the Admit card which will be sent to the e mail address provided by the candidate in the application form from the email ID jhargram.kanyashree@gmail.com and also can be downloaded from the district website <https://jhargram.gov.in>. Candidate, unable to download admit cards issued to him/her, should contact at the Kanyashree section at the Office of the District Magistrate, Jhargram before the examination for having their admit cards.

No separate admit card will be issued for Computer test and Viva Voce. List of candidates eligible for computer test and Viva Voce and date, time and venue for the said will be announced in the district website as mentioned above.

The final merit list / Panel will be prepared on the basis of the aggregate of marks obtained in Written Examination, Computer test and Viva Voce and will be valid for two (2) years from the date of approval of the merit list by the District level Recruitment Committee. If equal marks are obtained by more than one candidate, preference is to be given to the candidate inter senior in age as on 01.01.2022.

No TA/DA will be provided for appearing at the Written Examination, Computer Examination as well as Viva Voce Test.


General Guidelines:-

1. The application is to be filled up in BLOCK/CAPITAL LETTERS.
2. 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 two (2) recent colour passport size photographs (1 to be self attested and pasted in the application). The candidate is advised to write his/her name with father's/ guardian's name at the back of the additional photograph. Self-attested photocopy of valid caste certificate issued by the

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- competent authority should be submitted by the applicant belonging SC category.
3. **Defective/ incomplete applications and applications without full signature/photo will be summarily rejected.**
 4. 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 this advertisement, his/her Candidate shall be summarily rejected.
 5. The filled in application form (in original) shall have to dropped at the drop box specifically marked and kept at the Kanyashree Cell of the Office of the District Magistrate, Jhargram super scribing the envelope as-
 - o **Application for the post of Data Manager, Kanyashree Prakalpa**
 6. 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.
 7. 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 candidate ineligible.

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 through the district website <https://jhargram.gov.in> or in the manners to be decided by the District Level Recruitment Committee).


District Magistrate
Jhargram

Memo No: 80/1(18)/KSP/JGM

Date: 24/06/2022

Copy forwarded for information and publication on Notice Board to the:-

- 1) The Principal Secretary to the Govt. of West Bengal, Department of Women & Child Development & Social Welfare, Bikash Bhavan, 10th Floor, Salt Lake, Kolkata — 700091. Copy of this notification may kindly be published in the Departmental website, if deemed fit.
- 2) The Additional District Magistrate (LR.), Jhargram.
- 3) The Additional District Magistrate (ZP.), Jhargram.
- 4) The Additional District Magistrate (Gen.), Jhargram.
- 5) The Additional District Magistrate (Dev.), Jhargram.
- 6) The Sub-Divisional Officer, Jhargram Sadar.
- 7) The District Project Manager, Kanyashree Prakalpa, Jhargram.
- 8-15) The Block Development Officer (all blocks), Jhargram to display in office notice board.
- 16) The DIO (NIC), Jhargram with a request to publish the notification in the official website.
- 17) The District Social Welfare Officer, Jhargram.
- 18) The DICO, Jhargram is requested for publishing in two daily newspapers.


District Magistrate
Jhargram