



**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 or www.darjeeling.gov.in. Duly filled in application form is 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 : 15th November'2018 till 4:00 pm.

Sub-Divisional Officer
Siliguri

Dated. 02/11/18

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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
2. The District Informatics Officer, Darjeeling for uploading the same in the websites www.siliguri.gov.in and 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