

**Government of West Bengal**  
**Office of the District Magistrate, Malda**  
**(Social Welfare Section)**

Memo No: 391 /DSW (MLD)

Dated: 28.06.2017

**NOTICE**

Online application is invited for the following vacancies mentioned below in connection with implementation of Kanyashree Prakalpa.

Name of post	Scale of Pay	No of vacancy
Data Manager	Rs 11,000/- per month (consolidated).	Gazole – 1, Habibpur – 1, Old Malda Block – 1,

**Eligibility Criteria:**

- Age : Not less than 18 years and not more than 37 years as on 01/07/2017.
- Essential Qualification : Graduate in any discipline.
- Computer Knowledge : Certificate in Computer Application from a reputed and recognized institute.
- Experience : Minimum 1 year for working experience.(Computer related work)
- Job Responsibility : Maintain data entry operation,
- Recruitment Procedure : Computer Test: 25marks. Candidates shall secure 30 wpm speed.  
: Written test: 20marks on general knowledge.  
: Personality Test: 5marks.
- Tenure of Service : 3(three) years on contract.
- Last date of application : Candidate would submit online application through district website: [www.malda.gov.in](http://www.malda.gov.in) on or before 13-07-2017. No application will be received after 5 p.m. on 13-07-2017.Only online application will be accepted.
- Date of Examination : **Written examination will be held on 16-07-2017.**

The candidates are advised to follow the district website [www.malda.gov.in](http://www.malda.gov.in) closely. All the information related to selection process will be uploaded in the district website from time to time.

**Applicant must be a resident of the District.**

Enclosure to be submitted along with application:

- i) Proof of residence- self attested copy of certificate issued by Prodhan/ Sabhapati/ Sabhadhipati/ MLA/MP/ Group A officer of the State Government.
- ii) Proof of age self attested copy of certificate issued by WBBSE & other recognised board of examination.
- iii) Qualification –self attested copy of certificate in support of essential qualification.
- iv) Experience – self attested copy of certificate in support of experience.
- v) Photograph – passport size photo self-attested on the space in the format.

  
**Additional District Magistrate (G)**  
**Malda**

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Copy forwarded for information and request for wide circulation to:

- 1) The Joint Secretary, WDC & SW Department, Bikash Bhawan, Salt Lake.
- 2) The Chief Medical Officer of Health, Malda.
- 3) Sub-divisional Officer, Sadar, Malda.
- 4) Sub-divisional Officer, Chanchal, Malda.
- 5) The DPRDO, Malda.
- 6) The District Nodal Officer, NREGS, Malda.
- 7) The District Officer of Minority Affairs, Malda.
- 8) The District Informatics Officer, NIC, Malda with request to display the notice along with annexure in the website of the District Magistrate, Malda.
- 9) The Secretary Zila Parisad, Malda.
- 10) The District Program Office, Malda.
- 11) The DPO (SSM), Malda.
- 12) The DI (Sec), Malda.
- 13) The District Employment Officer, Malda.
- 14) The DICO, Malda with a request to publish an insertion in two local dailies.
- 15-29) The Block Development Officer (All), Malda
- 30-33) CA to District Magistrate / Additional District Magistrate (ZP)/ Additional District Magistrate (LR), Malda.

*Ru*  
29/6/17.  
**Additional District Magistrate (G)**  
**Malda**