



GOVERNMENT OF WEST BENGAL
Office of the Sub-Divisional Officer
Kalyani, Nadia

Ph. No.- 033-2582 8523, Fax No.-033-2582 1213/8203. E-mail- sdokly123@gmail.com

Notification for Engagement of Data Manager under Kanyashree Prakalpa

Applications are invited from eligible candidates for selection to the following post of Data Manager, Kanyashree Prakalpa in the Kalyani Development Block, Nadia. Willing candidates are required to drop hard copies of application forms in the drop box kept in front of the Room no: 208 of the Office of the Sub-Divisional Officer, Kalyani from 11-07-2022 to 03-08-2022 on working days from 10:00 a.m to 5:30 p.m. Applications may be submitted by registered post also. The last date for submission of the application is 03-08-2022 till 05:30 p.m.

Prescribed application form may be downloaded from the website (www.nadia.govt.in).

Xerox/typed/printed/scanned copy of Application Form will also be entertained.

Name of post and eligibility

Name of the Post	Data Manager for Office of the B.D.O., Kalyani Development Block
Remuneration	Rs. 11,000/- per month(consolidated)
No of posts:	1
Service Type:	Purely on contract
Period	3 years on contract
Age:	18-37 years as on 01.01.2022 , age relaxable for SC,ST & OBC candidates as per prevailing Act & Rules of Govt.
Residential Qualification	Preferably a resident of Kalyani Development Block area.
Essential Qualification:	1. Graduate in any discipline. 2. Certificate in Computer applications (Minimum 1 year) from a reputed and recognized institute.
Working Experience:	Preferably 1 year working experience.

Mode of Selection: Subject to fulfilment 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, date-11-08-2022.

Syllabus for Written Examination:-

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

Written Examination will be through MCQ method and there will be no negative marking. B. Second Stage: Candidates will be shortlisted for computer practical test (40 marks) on the basis of marks obtained in the Written Examination. Date of computer test 17-08-2022.

C. Third Stage: Interview -10 (Ten) marks, date-18-08-2022.

General guidelines:-

1. 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 2 recent colour passport size photographs (1 to be pasted and self attested in the application form & the other to be stapled with the application form). The candidate is advised to write his/her name with father's/ guardian's name at the back of the additional photograph. Candidate, should come to the office of the Sub-Divisional Officer, Kalyani before the Computer examination for having their admit cards.
2. 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 Candidature shall be summarily rejected.
3. The filled in application form(in original) shall have to be dropped at the drop box specifically earmarked and kept in front of the Room no: 208 office of the Sub-Divisional Officer, Kalyani super scribing the envelope as-
 - **Application for the post of DATA MANAGER, KANYASHREE, KALYANI DEVELOPMENT BLOCK**
4. Defective/ incomplete applications will be summarily rejected.
5. 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.
6. 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 candidates ineligible.
7. The final merit list will be prepared on the basis of total marks obtained in the Written Examination, Computer Examination and the Viva Voce test.

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 in manners decided by the Sub-Divisional Level Committee.



Sub-Divisional Officer,
Kalyani,Nadia.

Memo No: 445(8)/Kanyashree/CS-Kly

Date: 11/07/2022

Copy forwarded for information:

1. The Secretary, Deptt. of Women and Child Development & Social Welfare,
Govt. of West Bengal.
2. The District Magistrate, Nadia
3. The Additional District Magistrate(ZP), Nadia
4. The D.N.O, Krishnanagar ,Nadia.
5. The Officer-In-Charge, Kanyashree Prakalpa, Kalyani, Nadia.
6. The Block Development Officer Kalyani Development Block.
7. The D.I.O, NIC, Nadia with request to upload enclosed notice and application form on Nadia
District website (www.nadia.gov.in).
8. The District Information and Cultural Officer, Nadia with a request for wide publicity.



Sub-Divisional Officer,
Kalyani,Nadia

Application for the post of Data Manager (Kanyashree Prakalpa)

Ref:- Memo No. 445(8)/Kanyashree/CS-Kly

Date: 11/07/2022

To,
The Sub-Divisional Officer,
Kalyani, Nadia.

Name of post applied for- **DATA MANAGER, KANYASHREE**, Kalyani Development Block.

Affix recent
passport size
photograph
(Self Attested)

1. Name of the Applicant (in Block Letter) : _____
2. Father's/Husband's Name : _____
3. Category: (GEN./SC/ST/OBC) : _____
4. Date of Birth: (dd/mm/yyyy) : _____
5. Age as on 01/01/2022 : _____
6. Present Address: Vill. /Street/Area: _____ P.O.: _____

Block/Municipality: _____ P.S: _____

Pin Code: _____ Dist.: _____ State: _____

7. Permanent Address: Vill. /Street/Area: _____ P.O.: _____

Block/Municipality: _____ P.S: _____

Pin Code: _____ Dist.: _____ State: _____

8. Mobile No: _____

9. WhatsApp No: _____

10. E-mail : _____

11. Sex: _____ (Male/Female/Others)

12. Religion: _____ 11. Nationality: _____

12. Educational Qualification:

Sl no.	Examination Passed	Board/University/ Institute	Year of Pass	Total Marks	Marks Obtained	% of Marks
1.						
2.						
3.						
4.						
5.						

13. Computer knowledge:

Sl no.	Examination Passed	Board/University/ Institute	Year of Pass	Total Marks	Marks Obtained	% of Marks
1.						
2.						
3.						

14. Working Experience : (with Date and Name of issuing Authority): _____

15. Declarations:

I do hereby declare that (a) all statements made in this application are true, complete and correct (b) Original documents will be produced on demand and agree to undergo the selection process on the condition that the Committee may cancel my candidature if I am found ineligible at any stage and I am submitting this application only for the post mentioned above.

Date:

Place:

Signature of the Candidate in full

• **Document to be Submitted: (All documents must be self attested by applicant)**

- i) Age Proof: (Birth Certificate/ Madhyamik Admit Card/Pan Card/AADHAAR Card).
- ii) Address Proof: (EPIC Card/AADHAAR Card/ Residential Certificate / Domicile Certificate).
- iii) Two (2) recent colour passport size photographs (1 to be pasted and self attested in the application form & the other to be stapled with the application form).
- iv) Caste Certificate (If Applicable).
- v) Mark sheets & Certificates of all academic qualifications.
- vi) Computer Knowledge Certificate.
- vii) Experience Certificate (If applicable).
