

**Government of West Bengal**  
**Office of the District Magistrate & Collector, Hooghly**  
P.O & P.S – Chinsurah, Dist. – Hooghly, PIN – 712101  
(Social Welfare Section)  
(Email ID – [hooghlysw@gmail.com](mailto:hooghlysw@gmail.com) Ph. No. : 033 – 2681 - 2651)

**RECRUITMENT NOTICE**  
**2018**

No: **1645** /SW-Hug

Dated: **10** /09/2018

Applications are invited from eligible candidates for engagement of following staff as given in the table, purely on contractual basis in District Project Management Unit (DPMU), Hooghly & under Block Office Kanyashree Prakalpa.

Sl. No.	Name of the post	No. of vacancy	Age (Yrs. as on 30.08.2018)	Residential status	Essential qualification and experience	Desirable	Salary (Consolidated per month)	Tenure of service	Job responsibility
01.	Accounts cum Data Manager	01	18 – 40	Candidate must be resident of Hooghly District	Commerce graduate. Certificate computer applications from a reputed and recognized institute and ability to work in MS. Office.	Minimum 01 year of working experience	12,000/-	3 years on contract	Maintenance of accounts and related matters
02.	Data Manager for Block Office	2 (01 for each block) namely 1. Polba Dadpur, 2. Serampore Uttarpara	18 – 40	For Block Data Manager only resident of that particular block can apply	Graduate in any discipline. Certificate in computer application from reputed and recognized institutions. Must have typing speed 30 w.p.m.	Minimum 01 year of working experience	11,000/-	3 years on contract	Maintenance of data and related matters

**General guideline**

- The candidate can apply in one of the post. If anybody found to have submitted application for two posts the application received first shall be reckoned and later would be rejected.
- Scanned recent passport size photograph and scanned signature of the candidate should be uploaded with application form.
- Only shortlisted candidates will be asked to produce all relevant original certificates along with the self-attested photo copies for verification at the time of viva voce, failing which their candidature will be rejected without any further communication.
- Candidates have to submit scanned copy of SC / ST / OBC certificate along with application as and when applicable.
- The final merit list will be prepared on the basis of total marks obtained in the written examination, computer test and the viva – voce test.
- Online application form will be available from **14/09/2018** to **27/09/2018** in the district website i.e. [www.hooghly.gov.in](http://www.hooghly.gov.in)
- Closing date for submission of application through online: **27/09/2018** up to 5.30 PM.

**Generation of admit card**

Admit card for written examination with date, time and venue shall be made available in [www.hooghly.gov.in](http://www.hooghly.gov.in) after preliminary scrutiny which is to be downloaded by candidates and to be produced at the time of examination. Candidates are advised to visit the website regularly from **01/10/2018** onward.

**Grounds of rejection of application form**

- Applications received through online only shall be entertained. No application will be received after 5.30 p.m. of the last date i.e. **27/09/2018**
- Application form without the scanned signature and scanned photograph of the applicant will be rejected.
- Application incomplete in any respect will also be rejected.
- If it is found during verification of testimonial 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 will summarily be rejected.

**Syllabus for written examination (Standard as per essential qualification)**

<b>For Accounts – cum – Data Manager of District Head Quarter</b>	<b>For Data Manager of Blocks.</b>
[English – 20 marks, Arithmetic – 20 marks, Commerce and Computer applications – 20 marks, General Awareness – 20 marks], [Computer Test – 10 marks], [Viva – Voce – 10 marks.]	[English – 20 marks, Arithmetic – 20 marks, Computer applications – 20 marks, General Awareness – 20 marks], [Computer Test – 10 marks], [Viva – Voce – 10 marks.]

\*\* Written examination 80 marks, Computer test – 10 marks and Viva Voce – 10 marks.

**Note: If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with this notification will be brought to the notice of candidates in manner as decided by the District Level Selection Committee.**


  
District Magistrate,  
&  
Chairperson, District Level Selection Committee for DPMU,  
Hooghly

Memo no: **1645** /1(13)/SW – Hug

Dated: **10/09/2018**

Copy forwarded for kind information, wide publication and taking necessary action to :

- 1) The Director, Employment Exchange, Govt. of West Bengal
- 2) The Hon'ble District Judge, Hooghly
- 3) The Commissioner of Police, Chandernagore Police Commissionerate, Hooghly
- 4) The Superintendent of Police (Rural), Hooghly
- 5) The Joint Secretary to the Govt. of West Bengal, WCD & SW Department
- 6) The District Informatics Officer (NIC), Hooghly. He is requested to upload this notice in district website.
- 7) The Deputy Director, District Employment Exchange, Hooghly
- 8) The District Information and Cultural Officer, Hooghly. A separate letter with abridged notice is being sent for publication in newspapers.
- 9) The Sub – Divisional Officer, Sadar, Hooghly
- 10) The Sub – Divisional Officer, Chandernagore, Hooghly
- 11) The Sub – Divisional Officer, Serampore, Hooghly
- 12) The Sub – Divisional Officer, Arambagh, Hooghly
- 13) The Block Development Officer, (All)

  
District Magistrate,  
&  
Chairperson, District Level Selection Committee for DPMU,  
Hooghly