



**Government of West Bengal  
Office of the District Magistrate  
North 24 Parganas, Barasat  
(District Kanyashree Section)**

Memo No. **333** /Kanya/N24P

Date - **07/03/2024**

**RECRUITMENT NOTICE**

Online application are invited from eligible candidates for engagement to the post of Data Manager on contract for DPMU, Kanyashree Prakalpa, North 24 Parganas. Applicant must be the citizen of India and permanent resident of the Block as applicable under North 24 Parganas District.

Eligible criteria and other terms and conditions are as follows:

Sl. No.	Name of the Post	No. of Vacancy	Location of Vacancy	Essential Qualification & Experience	Age	Consolidated remuneration
01	Data Manager	Total=01	Barrackpore-I Block under North 24 Parganas District	<ul style="list-style-type: none"> <li>Graduate in any discipline.</li> <li>Certificate in Computer Applications from a reputed and recognized institute.</li> <li>Must have typing Speed 30 wpm</li> <li>Minimum 1 Year of Working experience.</li> </ul>	Not less than 18 years and not more than 37 years as on 01.01.2024. Candidates belonging to Scheduled Caste/ Scheduled Tribes and Backward Classes shall be entitled to a concession as per norms.	Rs. 11,000/- per month (Consolidated).

Submission of Online Application: Willing Candidates are requested to visit the District Website [www.north24parganas.gov.in](http://www.north24parganas.gov.in) where selection Notification will be made available for filling online applications **from 07/03/2024 and last date of submission of online application is 16/04/2024.**

Willing Candidates shall have to upload the scanned copy of photograph of candidate and full signature of candidate. After successful submission of online application, a dynamic form showing the details of the candidates along with the photo and signature will be generated. Candidates are requested to keep a printed copy of the form for records. Also after successful submission of online application a unique Registration No. will be generated. Candidates are requested to remember that Registration No. for further reference. The details schedule will be published later to the official website. Application submitted by any mode of communication other than the online will be summarily rejected without further information.

Distribution of Marks for engagement to the post of Data Manager is as follows:

It will be a three stage selection against each post with 100 marks distributed as under:

- Written Test comprising of General Knowledge & Current Affairs, General Mental Ability, Arithmetic and English having 40 marks
- Computer Test having 50 marks
- Personality Test having 10 marks

Mark allocation, standard and syllabus for written examination to the post of Data Manager will be as followed:

Sl. No.	Name of the Post	Syllabus for Written Examination	Marks Allocation	Remarks
1	Data Manager	General Knowledge & Current Affairs (10 <sup>th</sup> Standard)	10	Total Marks=40
		General Mental Ability (10 <sup>th</sup> standard)	10	
		English (10 <sup>th</sup> standard)	10	
		Arithmetic (10 <sup>th</sup> standard)	10	

For detailed information regarding online application, date, time of examination will be available in the district website in due course of time. All concerned are requested to visit the website regularly.

**Additional District Magistrate (T)**  
North 24 Parganas

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

- 1) The Principal Secretary to the Govt. of West Bengal, Department of Women and Child Development & Social Welfare, Govt. of West Bengal.
- 2) The Additional Executive Officer, Zilla Parishad, North 24 Parganas.
- 3) The Chief Medical Officer Health, North 24 Parganas.
- 4) The Project Director, District Rural Development Cell, North 24 Parganas.
- 5-9) The Sub-divisional Officer, (All), North 24 Parganas.
- 10) The District Informatics Officer, NIC, with request to upload this notice in the website of district and prepare the online application module in website etc. immediately.
- 11-32) The Block Development Officer (All), North 24 Parganas.
- 33-58) The Executive Officer (All), North 24 Parganas.
- 59-60) The DI of Secondary, Barasat/Barrackpore, North 24 Parganas.
- 61) The District Information & Cultural Officer, North 24 Parganas .
- 62) The District Social Welfare Officer, North 24 Parganas.
- 63) The District Programme Officer (ICDS), North 24 Parganas.
- 64) C.A. to the District Magistrate, North 24 Parganas.
- 65) This Office Notice Board.

*07/03/24*  
**Additional District Magistrate (T)**  
*K* North 24 Parganas