Government of West Bengal
Office of the District Magistrate & Collector
Paschim Bardhaman
Kalyanpur, Asansol, P.O.-R.K. Mission, PIN- 713305

Memo No: 03/IT/Pas Bdn   **Date:** 20/02/2026

N O T I C E

Application are invited for the post of District Project Manager (DPM) under District e-Governance Society, District Head Quarter, Paschim Bardhaman.

The age limit of the candidates should be between 21 to 35 years as on 01.01.2026.

The engagement will be made on purely contractual basis for 1 (one) year subject to renewal of contract on yearly basis by the Head of the Department / Office on satisfactory performance details are given below.

Name of the Post	No of the Post	Essential qualification	Year	Monthly Honorarium	Last date of application
District Project Manager (DPM)	1 (One)	a. BCA /BIT / B. Tech/ MCA or must be graduate (any discipline) with 1 year computer diploma. b. Knowledge of English and a local language of the State for which the candidate has applied. c. Minimum of two (2) years of work experience preferably in IT/ (e-Governance related field).	1st year	Rs. 23500/- per month (Consolidated)	06.03.2026 5.00 p.m

1) DOCUMENTS REQUIRED:

(i) **Age Proof:** 10th or 12th standard mark sheet or School leaving certificate or Birth certificate.

(ii) **Education Qualification (Graduation / Post Graduation)**

- All semesters wise or year wise individual mark sheets.
- Degree or provisional pass certificate.
- High School (Class 10th) and Intermediate (Class 12th) Certificate/ Marksheet.

(iii) **Work Experience:** If the candidate has work experience, then following document will be required:

- Experience certificate, offer letters, relieving letters, last drawn salary slips from the past employers.
- Offer letter and last three month's salary slip from current employer.

- These documents should clearly indicate the date of joining and date of reliving for each of the previous and current employers(s).
- The experience certificate or testimonials produced by the applicants should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any.

(iv) **Photo Identify Card:** College ID, PAN Card, Driving License, Passport, Voter ID Card or any other ID card attested by a gazette officer.

- Supporting documents for any other qualification/achievement if mentioned in the application.

All the above mentioned documents should be scanned and attached with the application form duly filled and sent to the mail id: dpmitpbdn2026@gmail.com.

Any unsigned/incomplete application form insufficient documents received will not be considered for selection process.

2) ELIGIBILITY CRITERIA:

2.1) Essential Qualification:

The essential qualification for the candidate is as follows:
a) Must be 21-35 years old as on 01st January, 2026.
b) BCA/BIT/BE/B.Tech/MCA or must be a graduate (any discipline) with 1 year computer diploma.
c) Knowledge of English and a local language of the State for which the candidate has applied
d) Minimum of two(2) years of work experience preferably in IT/e-Governance related field.

2.2) Desired Skills

The other skills (some of these may be given more weightage, depending on the availability of candidates) are as follows:

a. Prior project management experience.
b. Should be computer literate.
c. Experience in the domain of IT Projects, IT infrastructure deployment/software development, hardware, networking security management in IT projects in preferred.
d. Good people management and communication skills.
e. Result oriented and self-motivated.

f. Candidate should have the knowledge of the State/District.

g. Experience in computerization of organizations/department will be an added benefit.

Interested eligible candidate may apply in the attached prescribed format along with self-attested photocopies of the following documents with the application.

3) SELECTION PROCESS:

(a) Duly filled application form along with self attested documents mentioned in section (2) to be submitted to this office via mail id: - dpmitpbdn2026@gmail.com. Only applications received via the above mail id will be considered for the selection process.

(b) The last date of application is 06.03.2026 till 5 p.m.

(c) The application form will be available on the district website: www.paschimbardhaman.gov.in

(d) Shortlisted candidates on the basis of academic qualifications and experience will be called for interview.

(e) Intimation of interview date for shortlisted candidates will be communicated via their contact member and email id provided in the candidates Application form.

(f) The distribution of marks (total) marks- 100) with respect to the selection will be as follows:
   1) Academic Qualification – 25 marks
   2) Work Experience – 25 marks
   3) Interview – 50 marks

(g) In case of academic qualification, the marks obtained only in the graduation/degree course will be taken into account to calculate the value out of 25 on pro-rata basis. The marks obtained in the diploma course will not be considered in this regard.

(h) In case of work experience, all the candidate(s) will be given 25 marks if the minimum period of work experience (2 years) has been achieved. No marks will be given for work experience less than 2 years.

(i) The panel of candidates so prepared will remain valid for 2(two) years from the date of publishing of the same. The candidate ranked 1st will be offered to join the post.

(j) All the intending candidates are requested to visit the district website (www.paschimbardhaman.gov.in) for any subsequent information/updates with respect to the engagement of DPM.

District Magistrate & Collector
Paschim Bardhaman

FORMAT FOR APPLICATION

For the Post of District Project Manager
District e-Governance Society
Paschim Bardhaman

Recent Passport*
Size Photo

1. Name of the Candidate (in capital letter)* :

2. Father's Name (in capital letter)*   :

3. Date of Birth*   :

4. Sex*   :

5. Caste*   :

6. Present Postal Address (in capital letter)* :

7. Permanent address (in capital letter)*   :

8. Nationality *   :

9. Contact number with email id*   :

10. Academic qualification*   :

Sl No.	Name of Exam	Board/University	Year of Passing	Total Marks	Marks obtained	% of Marks

11. Work Experience*

Sl No.	Name of Organization	Name of Post	Date of Joining	Date of Leaving	Reason of Leaving	Nature of job

12. Any other qualifications/achievements (other than those already mentioned):

    *To be filled mandatorily by the applicant.

Declaration

    I do hereby declare that the statement furnished above me is true to the best of my knowledge and belief my candidature is likely to be cancelled if any of the particulars is found to be incorrect.

Place:

Date:

                                    _____

                                (Full Signature of the Applicant)