

Advertisement for the post of Manager

Notification No: DMKK/323/Misc

Date- 17/10/2020

Sl no	Name of the post & No of post	Qualification	Experience	Age (year)
1.	Manager (One Post)	Masters degree in Social Science/English	<i>Working experience in Social sector</i>	25-35

1. Applicant should have sound knowledge on Social work and social issues
2. Applicant should have writing skill and sound knowledge English
(Uncomfortable in English don't apply)
3. Applicant should have sound knowledge on computer (MS WORD/Excel/PPT)
4. Applicant should have two wheeler driving license
5. Applicant have to stay at office premises, authority will provide free accommodation and food
6. Applicant should have Managerial capacity & leadership quality
7. Salary Rs 12000/- (Rupees Twelve thousand per month)
8. Selection will be done through interview
9. Engagement will be done from the month of December, 2020
10. Initial engagement will be for one year (If authority satisfied with the work)

Applications should be sent through speed post/courier addressing to **The Secretary, Dantan Manav Kalyan Kendra, Krishnapur, P.O-Dantan, Dist-Paschim Medinipur, Pin-721426** on or before **13.11.2020, 5 pm**. Application received after the stipulated date and time will not be considered.

* To get application form please visit www.dmkk.org.in and click on **Recruitment** menu.

* Decision of the selection committee shall be final in the matter of selection of eligible candidates. Authority reserves the right to cancel all/any application without assigning any reason. **Canvassing in any form leads to disqualification of candidature.**

Application Format for the post of Manager

(Application will be received through courier/speed post on or before 13.11.2020)

To
The Secretary
Dantan Manav Kalyan Kendra
Krishnapur, P.O-Dantan
Dist-Paschim Medinipur
Pin-721426

Name of applicant (Block Letter) :
Father's Name :
Address (Permanent) : Vill- ,P.O-
Block- District-

Date of birth :
Language Known :
Caste :
Blood Group :
AADHAAR No :
Phone No :
Mail ID :
Educational Qualification :

S No	Degree	Board/University	Year	% of marks
1				
2				
3				
4				
5				

Undergone Course & Training :

S No	Course/ Training/Post where engaged	Institute/Organisation/Office	Duration
1			
2			
3			

Working experience detail:

S No	Name of Institution/Organisation	Designation	Duration of engagement	Salary
1				
2				
3				
4				
5				

Computer knowledge :

I do hereby declare that the information furnished above are true & correct to the best of my knowledge and belie.

Place:

Date:

Signature of applicant

N.B: All documents in support of Educational Qualification, Experience & Address to be enclosed with the application form.