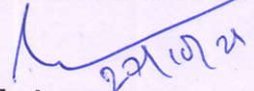


**Notice for Engagement of Temporary Additional Data Entry  
Operator for the Office of the Area Inspector(Food & Supplies) Office,  
Galsi-II Block Under Purba Bardhaman District**

1. Name of the Post: Temporary Additional Data Entry Operator.
2. No. of Post: 1(One) as per Annexure-I vide memo no. 2083(2)/DCF&S/EBDN/MR Allotment/21 Dated 26/10/2021 of District Magistrate, Purba Bardhaman
3. Age: - Born on/ before: 26.10.2003
4. Qualification:- Graduation with certificate in Computer Application as per Memo No 5859-F(Y) dated 22.07.2013
5. Steps of Engagement
  - I. Documents Verification
  - II. Acceptance/Rejection of Application
  - III. Computer Test (Hands on)
  - IV. Evaluation
6. Date of submission of application : 30/10/2021 from 11am to 1 pm (no application would be entertained after 1 pm)
7. Date & time of Scrutiny of applications and documents: 30/10/2021(From 11am onwards)
8. Date & time of Computer Test:- 30/10/2021(from 11:30 onwards)
9. Venue of Submission of Form & Computer Test : Meeting Hall of Galsi-II Block Office.
10. Application without relevant documents of qualification would be rejected.
11. Hands on computer application test would be offered only to the valid candidates.
12. Consolidated monthly remuneration: Rs. 13000/- to be provided by the Deptt. of Food & Supplies subject to the performance of satisfactory service.
13. The offer of engagement would be provided by the competent authority of the Deptt. of Food & Supplies.
14. Terms & Condition would be followed as per order no. 2083(2)/DCF&S/EBDN/MR Allotment/21 Dated 26/10/2021 of District Magistrate, Purba Bardhaman and Memo No 5859-F(Y) dated 22.07.2013.

  
22/10/21  
**Chairman**

**Block level Selection Committee  
Galsi-II Development Block**

Date- 27.10.2021

Memo No- 1871

Copy forwarded for kind information & wide publicity to the

1. District Magistrate, Purba Bardhaman.
2. Addl. District Magistrate (Food), Purba Bardhaman.
3. Addl. District Magistrate (ZP), Purba Bardhaman.
4. District Controller (Food & Supplies), Purba Bardhaman
5. Sub Divisional Officer Sadar North, Purba Bardhaman
6. DIO,, NIC, Purba Bardhaman with the request to upload the Notice on Purba Bardhaman Website.
7. DICO, Purba Bardhaman.
8. Officer-in-charge, Galsi Police Station, Galsi, Purba Bardhaman
9. Sabhapati, Galsi-II Panchayat Samiti
10. Sahakari Sabhapati, Galsi-II Panchayat Samiti.
11. Karmadakshya (All), Galsi-II Panchayat Samiti.
12. BL & LRO, Galsi-II Block.
13. Pradhan (ALL), Galsi-II Block.
14. BIO, Galsi-II to upload the Notice on Galsi-II website ([galsi2block.org](http://galsi2block.org))

  
22/10/21  
**Chairman**

**Block level Selection Committee  
Galsi-II Development Block.**

**Application for Engagement of Temporary Additional Data Entry Operator for the Office of the Area Inspector (Food & Supplies) Office, Galsi-II Block Under Purba Bardhaman District**

1. Name:-
2. Father's/Husband's Name:-
3. Date of Birth:-
4. Sex:-
5. Religion:-
6. Address:-
  
7. Phone No:-
8. Email Address:-
9. Qualification:-
10. Course of Computer Application completed :

Affix Stamp Size  
Recent colour  
photo duly signed  
by the applicant

I do hereby declare that the above particulars of facts and information stated are true & correct to the best of my belief and knowledge. In case of any false information/documents my candidature/engagement may be terminated forthwith.

Date: .....

.....

Signature of Applicant

Documents to be Submitted with Application (one set of self attested photocopy)

1. Aadhar Card.
2. Voter card.
3. Birth Certificate/Admit Card for X<sup>th</sup> standard examination
4. Marksheet of Graduation/Graduation Pass Certificate
5. Certificate of Computer Application.

**Note:- Candidate are requested to submit application form with above stated documents for verification (bring Original documents) on the date, time and venue mentioned in the Notice.**



GOVERNMENT OF WEST BENGAL  
Office of the District Magistrate  
Purba Bardhaman

Memo No. 2083 (2)/DCF&S/EBDN/MR Allotment/21

Dated:- 26/10/2021

From : The District Magistrate, Purba Bardhaman

To : 1. The Sub Divisional Officers (all) under Purba Bardhaman District  
2. The Block Development Officers (all) under Purba Bardhaman District.

**Sub:** Engagement of temporary additional Data Entry Operators for Purba Bardhaman District.


**Ref:** Memo No. 3575-FS/O/Sectt/IT-05/2014(Part-I) dt. 08.10.21 and read with memo no. 3577-FS/O/Sectt/IT-05/2014(part-I) dt. 10.10.2021 of Joint Secretary, Deptt. of F&S.

With the reference to subject mentioned above, you were kindly aware of the fact that the the Govt. in Food & Supplies Deptt. has decided to engage temporary additional Data Entry Operator for district level offices on contractual hiring basis for ensuring prompt and time bound services related work, Duare Ration, Ration Card Life Cycle Management, Paddy Procurement and other regular establishment work for a period of 6 (six) months w.e.f. 01.11.2021 against monthly consolidated remuneration of Rs. 13,000/-, basically for relieving the Inspectors for inspections, enquiry and supervision work vide GO No. 3575-FS dt. 08.10.2021 and read with GO No. 3577-FS dt. 10.10.2021. For Purba Bardhaman District, total 33 (thirty three) temporary additional Data Entry Operators to be engaged for different offices.

The candidates are to be selected as per the eligibility criteria as laid down in the memorandum no. 5859-F(Y) dt. 22.07.2013 and through the Selection Committee comprising of the member mentioned against the respective Block/Municipal offices. The said procedure of selection and engagement are to be completed promptly, so that the same may be utilized w.e.f. 01.11.2021.

Now, in order to complete the entire exercise of selection and engagement of the required no. of temporary additional DEOs, you are hereby requested to complete the formalities of selection of the required no. of temporary additional DEOs earmarked for the respective SDO/BDO at Annexure-I following the due procedure and eligibility criteria as laid down in the memorandum no. 5859-F(Y) dt. 22.07.2013 urgently and send the name(s) of finally selected candidate with required details for issuing engagement letter from the end of DCF&S, Purba Bardhaman in due course. List of finally selected candidate to be sent to this end with a copy to DCF&S, Purba Bardhaman (Email ID - [bubfsd002-wb@gov.in](mailto:bubfsd002-wb@gov.in)).

Encl: Annexure-I and copies of the GOs

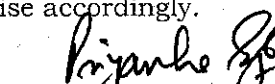
  
District Magistrate  
Purba Bardhaman

Memo No. 2083 (2)/1(6)/DCF&S/EBDN/MR Allotment/21

Dated : 26/10/2021

Copy forwarded for favour of information and taking necessary action to :

1. The Sabhadhipati, Purba Bardhaman Zilla Parishad, Purba Bardhaman.
2. The Khadya Karmadhyaksha, KOSSS, Purba Bardhaman Zilla Parishad, Purba Bardhaman.
3. The Director, Directorate of DDP&S, Department of Food & Supplies.
4. The Joint Secretary, Department of Food & Supplies.
5. The Additional District Magistrate (Food), Purba Bardhaman.
6. The District Controller, F&S, Purba Bardhaman ..... with the request to inform all concerned SCF&Ss and AIF&Ss and to coordinate the entire exercise accordingly.

  
District Magistrate  
Purba Bardhaman

## Annexure – I

### 1. For selection of temporary additional DEOs under Municipal Areas :

Name of the Offices where temporary additional DEOs to be engaged	Constitution of the Selection Committee	Total no. of temporary additional DEOs to be engaged
Office of DCF&S, Office of SCF&S, Inspectorate Office of Burdwan Municipality & Inspectorate Office of Gushkara Municipality	S.D.O. Sadar (North) (Chairman)  S.C.F&S (Member)  Asst. System Manager/Any other member nominated by the SDO (Member)	4
Inspectorate Office of Memari Municipality	S.D.O. Sadar (South) (Chairman)  S.C.F&S (Member)  Asst. System Manager/Any other member nominated by the SDO (Member)	1
Office of SCF&S, Kalna and Inspectorate Office of Kalna Municipality	S.D.O. Kalna (Chairman)  S.C.F&S (Member)  Asst. System Manager/Any other member nominated by the SDO (Member)	2
Office of SCF&S, Katwa, Inspectorate Office of Katwa Municipality & Inspectorate Office of Dainhat Municipality	S.D.O. Katwa (Chairman)  S.C.F&S (Member)  Asst. System Manager/Any other member nominated by the SDO (Member)	3

### 2. For selection of temporary additional DEOs under Block Areas :

Name of the Offices where temporary additional DEOs to be engaged	Constitution of the Selection Committee	Total no. of temporary additional DEOs to be engaged
Block Inspectorate Office of Ausgram-I Block	B.D.O. (Chairman)  Area Inspector, F&S (Member)  Block Informatics Officer/Any other member nominated by the BDO (Member)	1
Block Inspectorate Office of Ausgram-II Block		1
Block Inspectorate Office of Bhatar Block		1
Block Inspectorate Office of Bardhaman-I Block		1
Block Inspectorate Office of Bardhaman-II Block		1
Block Inspectorate Office of Galsi-I Block		1
Block Inspectorate Office of Galsi-II Block		1
Block Inspectorate Office of Jamalpur Block		1
Block Inspectorate Office of Khandaghosh Block		1
Block Inspectorate Office of Memari-I Block		1
Block Inspectorate Office of Memari-II Block		1
Block Inspectorate Office of Raina-I Block		1
Block Inspectorate Office of Raina-II Block		1
Block Inspectorate Office of Kalna-I Block		1
Block Inspectorate Office of Kalna-II Block		1
Block Inspectorate Office of Purbasthali-I Block		1
Block Inspectorate Office of Purbasthali-II Block		1
Block Inspectorate Office of Monteswar Block		1
Block Inspectorate Office of Katwa-I Block		1
Block Inspectorate Office of Katwa-II Block		1
Block Inspectorate Office of Ketugram-I Block	1	
Block Inspectorate Office of Ketugram-II Block	1	
Block Inspectorate Office of Mongolkote Block	1	
<b>Total</b>		<b>23</b>

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**  
**Writers' Buildings, Kolkata- 700 001**

No. 5859-F(Y).

Dated: 22<sup>nd</sup> July, 2013.

**MEMORANDUM**

**Sub: Engagement of Software Personnel in the e-Governance Project on temporary basis.**

Most of the Departments /Directorates/Offices of the State Government are now implementing different types of e-Governance projects. For this purpose, it is required to engage different categories of Software Personnel, as per requirement of the job, on contractual basis for development and implementation of the Project. It has been noticed that different State Government offices are engaging different types of Software Personnel at different remuneration. The modes of their engagements are also different; some personnel are being engaged through some Agencies and some are being appointed directly by the Departments. The Agencies are sometimes charging higher rates whereas the Software Personnel are getting low rates of remuneration. For maintenance of uniformity and transparency in the matter the Governor is pleased to issue the following guidelines for direct engagement of Software Personnel:

1. The engagement shall be purely temporary on contractual basis and may be terminated at the completion of the job or at the end of the project whichever is earlier, or in the circumstances mentioned at para 12 below.
2. They will be paid 'Professional Fee' on monthly or daily basis under the "Detail Head- 28- Payment of Professional & Special Services - 02 - Other Charges".
3. They may be engaged as 'Developer' or 'Software Support Personnel' or "Data Entry Operator' as per requirement of the job/project.
4. Requirement of appropriate Software Personnel for a project shall be assessed by the concerned head of the Department/Directorate in consultation with NIC or IT Department.
5. Contract for engagement of manpower can be done by the Department/Directorate purely on "temporary basis" for a period of one year or less for development & implementation of e-Governance Projects which can be renewed on Monthly or Yearly basis by the Head of Department/Directorate as per requirement of the Project.
6. The Department/Directorate shall disclose in their Project Report the requirement of Software Personnel, their number and period of engagement. The Administrative Approval to the Project shall be obtained by the Administrative Department from the Competent Authority as per existing norms.
7. Monthly remuneration in the form of Professional Fee shall be drawn by the concerned Department/Directorate/Office and disbursed directly to the Software Personnel based on his/her performance & attendance in that month duly certified by the project In-charge or by the NIC/IT Department project leader, as the case may be. The Income Tax and other Taxes, as applicable as per rule, shall be deducted at source from the Professional Fee.
8. Selection of manpower shall be done by a "Selection Committee" comprising of at least three officers of whom one representative should be from NIC/IT Department and one representative from concerned Department/Directorate.
9. Professional Fee of the Software Personnel shall be based on the minimum qualification & specified years of experience in Government project (supported by experience certificate from previous Government Authority) as mentioned above.
10. During selection of Software Personnel, merely having the qualification & specified numbers of years of experience in Government project does not entitle the Software Personnel to get the relevant Professional Fee slab. It will be decided by the "Selection Committee".

11. While working in a project, merely attaining the specified years of experience does not entitle the Software Personnel to get Professional Fee of next higher slab or next higher designation. The Department/Directorate shall also consider the recommendation of the IT Department / NIC project leader or the project In-charge based on performance of the Software Personnel in the project.
12. If performance of any Software Personnel in the project is found to be not satisfactory, the Department/Directorate may terminate service of the Software Personnel based on the recommendations of IT Department / NIC project leader or the project In-charge.
13. Existing Software Personnel in any Government Project may be put in appropriate slab of Professional Fee according to their present designation and job requirement provided such engagement has been made with the approval of Finance Department against the approved project.

**14. Professional Fee / Remuneration of the Software Personnel:**

Designation	Minimum Qualification & Experience	Consolidated Professional Fee per month (Experience wise Levels)	
Data Entry Operator (DEO)	Graduation with Certificate in Computer Applications	Fresher	Rs. 11,000/-
		Enhancement of Rs. 500/- in Professional Fee per year during First 5 years in the project, subject to condition mentioned above.	
		Enhancement of Rs. 600/- in Professional Fee per year after 5 years in the project, subject to condition mentioned above.	
Software Support Personnel (SSP)	PGDCA / B.Sc (Computer Science) / BCA / DOEACC 'A' level course of three year duration or equivalent from recognized University / Institute.  With skill in (a) installation, maintenance of application software & DBMS (b) Implementation Support	Fresher	Rs. 16,000/-
		Enhancement of Rs. 700/- in Professional Fee per year during First 5 years in the project, subject to condition mentioned above.	
		Enhancement of Rs. 800/- in Professional Fee per year after 5 years in the project, subject to condition mentioned above.	
Software Developer (SD)	1 <sup>st</sup> Class MCA or, 1 <sup>st</sup> Class M. Sc. In IT/Computer Science or, 1 <sup>st</sup> Class BE in IT/Computer Science or, 1 <sup>st</sup> Class B. Tech in IT/Computer Science With skill in software design, development, documentation & implementation support	Fresher	Rs. 25,000/-
		Enhancement of Rs. 900/- in Professional Fee per year during first 5 years in the project, subject to condition mentioned above.	
Senior Software Developer (SSD)	1 <sup>st</sup> Class MCA or, 1 <sup>st</sup> Class M. Sc. In IT/Computer Science or, 1 <sup>st</sup> Class BE in IT/Computer Science or, 1 <sup>st</sup> Class B. Tech in IT/Computer Science With 5 years experience as Software Developer in Government Project	Fresher having required experience	Rs. 30,000/-
		Enhancement of Rs. 1000/- in Professional Fee per year, subject to condition mentioned above.  Maximum limit of Professional Fee for this purpose will be Rs. 40,000/- per month.	

This Order shall take effect from 01.04.2013. Past cases need not be reopened.

This Order issues with the concurrence of Group-P2 of this Department vide their U.O. No.1971 dated 17.07.2013.

**Sd/- H. K. Dwivedi**  
Principal Secretary to the  
Government of West Bengal.

**Copy forwarded for information and necessary action to :-**

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata - 700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata - 700 001.
3. Accountant General(Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block-DF, Sector-I, Salt Lake, Kolkata-700064.
4. Additional Chief Secretary/Principal Secretary/ Secretary, .....
5. Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary, Finance Deptt.
6. ....Department,
7. The Commissioner, .....Division .....
8. Joint Commissioner, Finance (Internal Audit) Department, Todi Mansion, P-15, India Exchange Place Extension, Kolkata-700073.
9. Director, .....
10. The District Magistrate / Judge, .....
11. The Sub-Divisional Officer, .....
12. Block Development Officer, .....
13. Director of Treasuries & Accounts, West Bengal, New India Assurance Building, 4, Lyons Range, Kolkata-700001.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-12.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata-700073.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block-IB, Sector-III, Salt Lake, Kolkata-700106.
17. Treasury Officer, .....
18. All Group / Cell / Branches, ..... Finance Department.
19. Principal Accounts Officer & Ex-officio Joint Secretary, Finance (Budget) Department. He is requested to upload in the website of Finance Department.

  
Joint Secretary to the  
Government of West Bengal,  
Finance Department.