



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
BURDWAN SADAR SOUTH
COURT COMPOUND, BURDWAN, 713101

NOTICE

(Engagement of Additional Data Entry Operatorat office of the Area Inspector (Food & Supplies) under Food & Supply Dept. of Memari Municipality)

Memo No: 2238

Date: 02/11/21

In reference vide memo no 2083(2)/DCF&S/EBDN/MR Allotment/21 dated 26.10.2021 of District Magistrate, Purba Bardhaman, applications are invited from eligible candidates having the following qualification for the engagement of Data Entry Operator (F&S Dept) on purely contractual basis under Memari Municipality, Memari as per prescribed format enclosed herewith:

1.	Name of the Post	: Data Entry Operator (Contractual)
2.	No. of Post	: 01 (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.	Professional fee	: 13,000/- per month in terms of Finance Department Memo No. 5859-F(Y), dt. 22/07/2013.
4.	Educational Qualification	: Graduate in any discipline from any recognized University and Certificate In Computer Application from any reputed & recognized Institute.
5.	Age	: upto 40 years as on 09.11.2021 as per Existing Govt. Rule (Age relaxation as per Govt norms.)
6.	Last Date of submission	: 09-11-2021 upto 5:00 PM
7.	Scrutiny of Application	: 12-11-2021
8.	Issuance of Admit Card	: 12-11-2021 from 2:00 PM to 5:00 PM
9.	Date of Examination	: 16-11-2021
10.	Date of Interview	: 17-11-2021 from 11:00 AM

Engagement shall be made purely on temporary (contractual) basis for a period of Six months.

Mode of Exam:


A	Computer Test – 40 Marks	
1	English Typing (30 W.P.M)	20 Marks
2	Knowledge of MS-Word & MS-Excel (2007 Version)	20 Marks
B	Interview – 10 Marks	

02/11/21

Application in prescribed format along with two passport size photographs, self-attested copies of certificates for age proof, Aadhaar Card, EPIC Card, Educational qualification and computer qualification should be dropped in DROPBOX within 09-11-2021 upto 5:00 PM at Memari Municipality office. The envelope containing the applications should clearly superscribe "APPLICATION FOR THE POST OF DATA ENTRY OPERATOR (F & S Dept), MEMARI MUNICIPALITY".

Admit Card of shortlisted candidate will be issued from 2:00 PM to 5:00 PM on 12.11.2021 from Memari Municipality office. Candidates are requested to collect the admit Card as per schedule date & time.

Application format & other details will be available in <https://purbabardhaman.nic.in/>



Chairman of the Selection Committee
&
Sub-Divisional Officer
Burdwan Sadar South Sub-Division

Memo No: 2238/1(35)

Dated: 02-11-2021

Copy forwarded to:

1. The District Magistrate, Purba Bardhaman for kind perusal.
2. The Additional District Magistrate (Food) for kind perusal.
3. The District Controller (Food & Supply), Purba Bardhaman to display at notice board.
4. The Sub-Divisional Controller (Food & Supply), Sadar (South) to display at notice board.
- 5-27. The Block Development Officer (all), Purba Bardhaman to display at notice board.
28. The Chairperson, Board of Administrators, Memari Municipality for information.
29. The DIO, NIC with a request to upload the notice on Purba Bardhaman website.
30. The DICO, Purba Bardhaman for to display at notice board.
31. The Executive Officer, Memari Municipality to display the notice in the office notice board.
32. The Insp. F & S, Memari-I for information.
33. The BIO, Memari-I for information
34. The AHC, Burdwan Sadar South to display the notice in the office notice board.
35. Office Copy.


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&
Sub-Divisional Officer
Burdwan Sadar South Sub-Division