



Government of West Bengal
Office of the Block Development Officer
Memari-II Development Block, Purba Bardhaman
P.O.:- Paharhati : Dist.:- Purba Bardhaman
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Email-bdo.memari2@gmail.com

Memo No:-1435

Date:- 02.11.2021

Notice for hiring of Temporary Additional Data Entry Operator

In reference to the Order Memo No.3575-FS/O/SecL/IT-05/2014(Part-I), date 08/10/2021 and modification Memo No 3577-FS/O/SecL/IT-05/2014(Part-I), date 10/10/2021 of the Joint Secretary, Deptt. of F&S, Government of West Bengal and Memo No 2083(2)/DCF&S/EBDN/MR Allotment/21, dated 26/10/2021 of the District Magistrate, Purba Bardhaman, a **Walk-in-interview & Computer Test** is hereby invited on **09/11/2021 at 10 A.M.** for a **Temporary Additional Data Entry Operator** under Food & Supply Department on temporary hiring basis for ensuring prompt and time bound services related work for the period of 6 (Six) Month, as per eligibility criteria as laid in the memorandum no 5859-F(Y) dated 22/07/2013 of the Principal Secretary, Finance Department Govt. of West Bengal.

The details of the post:-

Name of the Post	Temporary Additional Data Entry Operator
No of vacancy	1(one)
Work Details	Time bound service related work, Duare Ration, Ration Card Life Cycle Management, Paddy Procurement and other regular establishment work, basically for relieving the Inspectors for inspections, enquiry and supervision
Duration of work	6 (Six) months from the date of engagement. They may even need to work on Sundays and on other holidays if required.
Remuneration	A consolidated remuneration of Rs 13000/- per month

Points to note before appearing of the interview

Aspirants willing to attend the interview should submit the following documents within an envelope addressed to the Block Development Officer, Memari-II Development Block on and before 08/11/2021 5p.m(except holiday) at the drop box, which will be kept at the Joint BDO's chamber. failing on which candidate will not be allowed to sit on interview and computer test.

- 1) A bio-data
- 2) Self-attested photocopy of Madhyamk/Equivalent Admit Card
- 3) Self-attested photocopy of Marksheet/certificate of Graduation from UGC recognized university
- 4) Self-attested photocopy of Computer certificate
- 5) Self-attested photocopy of Aadhar Card
- 6) Self-attested photocopy of EPIC
- 7) One copy of recent colour pass-port size photograph

Eligibility Criteria of engagement (as laid in the memorandum no 5859-F(Y) dated 22/07/2013 of the Principal Secretary, Finance Department Govt. of West Bengal)

Educational Qualification	Graduated from UGC recognized universities
Computer Knowledge	A valid certificate in Computer Application

On the date of Walk-in-interview, the aspirants should bring the original of the submitted documents at the dropbox.

Steps in walk-in-interview:-

- 1) Attendance & document verification
- 2) Practical Test of Computer knowledge
- 3) Interview



Block Development Officer
Memari-II Dev. Block
Purba Bardhaman

Memo No. 1435/1(17)

Date. 02.11.2021

Copy forwarded for information and taking necessary action to:

1. The District Magistrate Purba Bardhaman.
2. The Additional District Magistrate (Food & Supply), Purba Bardhaman
3. The Sub Divisional Officer, Sadar (South) Purba Bardhaman.
4. The District Controller, Food & Supplies, Purba Bardhaman.
5. The Sub Divisional Controller, Food & Supplies, Purba Bardhaman.
6. The DIO, NIC, Purba Bardhaman with a request to display on District website.
7. The District Informational & Cultural Officer, Purba Bardhaman.
8. Sabhapati, Memari-II Panchayet Samity.
9. Saha Sabhapati, Memari-II Panchayet Samity.
10. All Karmadakhya Memari-II Panchayet Samity.
11. The OC Memari Police Station, Memari.
12. The ADA Memari-II, Purba Bardhaman.
13. The BL& LRO, Memari-II, Purba Bardhaman.
14. The Inspector, Food and Supply, Memari-II Development Block, for information and put up in the notice board.
15. The CC, Memari-II Dev. Block.
16. -24). The Proadhan, All Gram Panchayat, to display the notice in office notice board
25. Office Copy.



Block Development Officer
Memari-II Dev. Block
Purba Bardhaman