

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB DIVISIONAL OFFICER
SADAR (NORTH), PURBA BARDHAMAN

Memo No. 3371/CS

Date : 03 / 11 / 2021

NOTICE FOR ENGAGEMENT OF D.E.O ON CONTRACTUAL BASIS

With reference to the Order No. 3575-FS/O/Sectt/IT-05/2014(Part-I) dated 08.10.2021, read with Order No.3577- FS/O/Sectt/IT-05/2014(Part-I) dated 10.10.2021 of Food & Supplies Department, Government of West Bengal, in concurrence with Order No. 2083(2)/DCF&S/EBDN/MR Allotment/21, dated 26/10/2021 of District Magistrate, Purba Bardhaman and as per eligibility criteria laid down in memorandum of Finance department, Government of West Bengal No- 5859-F(Y) dated 22.07.2013 applications are invited from eligible candidates for engagement of 04 (four) numbers of D.E.Os purely on temporary and contractual basis for the period of 06(six) months to be deployed in various offices under D.C(F&S) , Purba Bardhaman.

- **Mode of Selection** :- Computer Test & Interview.
- **Last Date of receiving Application** :- 16/11/2021 (till 05:30 p.m.).
- **Place for submission of Application:** - Dropbox of the office of the Sub-divisional Officer, Sadar North. [Application will be received physically into the Dropbox only, excluding Saturdays, Sundays and another Govt. holidays. No other means of submission of application will be entertained.]
- **Date of issuing Admit Card** :- 18/11/2021. (Admit Card will be issued in favour of the eligible candidates after scrutiny of the application from the office of the undersigned on the said date from 11:00 a.m. to 04:00 p.m. Aspirants need to collect the admit card physically by themselves from the office of the S.D.O, Bardhaman Sadar North).
- **Total Vacancy** :- 04 (four) .

<u>Name of the Office</u>	<u>No. Of Vacancy</u>
Office of the D.C.(F&S), Purba Bardhaman	01
Office of the S.C.(F&S), Burdwan Sadar	01
Inspectorate office (F&S) of Burdwan Municipality	01
Inspectorate office (F&S) of Guskara Municipality	01

- **Age (as on 01.01.2021):-**Below 40 years.
- **Minimum Qualification:** - Graduation from any recognised university (within India).
- **Technical Knowledge:-** Certificate in Computer Application (Basic Course) from any recognized institution.
- **Working Experience (Preferable):-** Experience of Computer Application in any public/ private sector.

Job Description and Terms & Conditions:-


- i. Contractual Data Entry Operator on temporary basis.
- ii. Appointment will be on Purely Contractual and Temporary basis for a period of 6(six) months with fixed Remuneration of Rs. 13,000/- only per month.
- iii. Applicant must have to be the permanent resident of Purba Bardhaman District, West Bengal.
- iv. Authority has every right to reject or cancel candidature without intimating any information to the candidate.
- v. May need to work on Sundays & other holidays, if required.

Points to Note before Submission of Application:-

1. Application Form shall be duly filled and signed by the applicant in as per proforma given in the Annexure.
2. Self-attested proof regarding permanent residential status (Aadhaar card/Voter Card/Passport) and all academic certificate have to be submitted along the application.
3. All Required Documents mentioned hereunder should be enclosed with the Application Form.
4. Applications will be received physically into the Office Dropbox on all working days, excluding Saturdays, Sundays and other Govt. holidays. No other means of submission of application will be entertained. Last Date of receiving Application is 16/11/2021 till 05:30 p.m.
5. Admit Cards will be issued in favour of eligible candidates after scrutinizing all application on 18/11/2021 from office of the undersigned.
6. Authority will arrange a Computer Test following an Interview for all the eligible candidates on a fixed date, as mentioned in Admit Card.
7. Decision of the Board/ Authority will be final regarding selection of candidates.

DOCUMENTS REQUIRED (Self-attested photocopy):-


1. Admit Card of Madhyamik Examination.
2. Residential Proof (Aadhaar card / EPIC).
3. Certificate / Marksheet of Graduation.
4. Certificate of Computer Application.
5. Certificate of experience (if any).


3.11.2021

**Chairman of the Selection Board
&
Sub-Divisional Officer
Sadar (North), Purba Bardhaman.**

Copy forwarded for necessary information to :

- 1-3. The S.D.O Sadar South, /Kalna, /Katwa with request to display the notice in official notice-board.
4. D.C.(F&S), Purba Bardhaman with request to display the notice in official notice-board.
- 5-7. S.C.(F&S) Bardhaman Sadar, /Kalna, /Katwa with request to display the notice in official notice-board.
- 8-30. The B.D.O _____(All) Block, Purba Bardhaman with request to display the notice in official notice-board.
- 31-36. The Chairperson _____ Municipality (All), Purba Bardhaman with request to display the notice in official notice-board.
37. C.A. to the District Magistrate, Purba Bardhaman with request to display the notice in official notice- board.
- 38-41. C.A. to the Additional District Magistrate General, /Development, / Education, / Land & Reforms, Purba Bardhaman with request to display the notice in official notice- board.
42. The D.I.O , N.I.C., Purba Bardhaman with request to upload the notice in the website of Purba Bardhaman.
43. The D.I.C.O, Purba Bardhaman with request to display the notice in official notice-board.
44. CA to the S.D.O Sadar (North), Purba Bardhaman with request to display the notice in official notice-board.


3-11-2021

**Chairman of the Selection Board
&
Sub-Divisional Officer
Sadar (North), Purba Bardhaman.**

APPLICATION FORMAT

Application FOR the post of Data Entry Operator on CONTRACTUAL ENGAGEMENT

- A. Name (Block Letter) :- _____.
- B. Father's Name :- _____.
- C. Address (in details) :- _____
_____.
- D. Date of Birth (DD/MM/YYYY) :- _____.
- E. Age (as on 01/01/2021) :- ____ years ____ months ____ days.
- F. Contact Number (Mobile) :- _____.
- G. E-mail ID. :- _____.
- H. Aadhar No. :- _____.

RECENT
SELF-ATTESTED
PASSPORT SIZE
PHOTOGRAPH

I. Educational Qualification :-

<u>Sl No.</u>	<u>Name of Exam Passed</u>	<u>Name of Board/ Council/ University</u>	<u>Years of Passing</u>	<u>Full Marks</u>	<u>Marks Obtained</u>	<u>Percentage of Marks obtained</u>

J. Technical Qualification :-

<u>Sl No.</u>	<u>Name of Exam Passed</u>	<u>Name of Board/ Council/ University/Institution</u>	<u>Years of Passing</u>	<u>Full Marks</u>	<u>Marks Obtained</u>	<u>Percentage of Marks obtained</u>

K. Experience (if any) :- _____

I solemnly declare that, (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief; (b) original documents will be produced as when asked for; (c) I understand that the concerned authority reserves the right to reject my candidature upon short-listing of the candidates based on qualifications and experiences and (d) I have submitted no other application for this post.

PLACE :- _____

DATED :- _____

(Signature of the Applicant in Full)