



GOVERNMENT OF WEST BENGAL

OFFICE OF THE BLOCK DEVELOPMENT OFFICER

KATWA - I DEV. BLOCK

P.O. - KHAJURDIHI ♦ DIST. - PURBA BARDHAMAN

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Notice for hiring of Temporary Additional Data Entry Operator

In reference to the Order Memo No. 3575-FS/O/Sectt/IT-05/2014(Part-I), date 08/10/2021 and modification Memo No 3577-FS/O/Sectt/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 **16/11/2021 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

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 relieving the Inspectors for inspections, enquiry and supervision
Duration of work	6 (Six) months from the date of engagement
Remuneration	A consolidated remuneration of Rs 13000/- per month

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

Reporting Time:- 10:00 A.M.- 11:00 A.M. (After 11:00 A.M. no one will be allowed)
For appearing in the walk-in interview willing candidates has to bring all of the following documents/ testimonials failing which candidates will be barred to appear in the walk-in-interview process:-

- 1) A Bio-Data
- 2) Original & self-attested photocopy of Madhyamik/Equivalent Admit Card
- 3) Original & self-attested photocopy of Marksheet/certificate of Graduation from UGC recognized university
- 4) Original & self-attested photocopy of Computer Certificate
- 5) Original & self-attested photocopy of Aadhar Card
- 6) Original & self-attested photocopy of EPIC
- 7) One copy of recent colour pass-port size photograph

Steps in walk-in-interview:-

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


Block Development Officer
Katwa-I Dev. Block
Date :

Memo No. 1805/1(19)

Copy forwarded for information to :-

- 1) The Disstrict Magistrate, Purba Bardhaman
- 2) The Additional District Magistrate (Food), Purba Bardhaman
- 3) The Sub-Divisional Officer, Katwa
- 4) The District Controller of Food & Supply, Purba Bardhaman
- 5) The Sub-Divisional Controller of Food & Supply, Katwa
- 6) The DIO, NIC, Purba Bardhaman with request to display on district website
- 7) The Sabhapati, Katwa-I Panchayat Samity
- 8) The Inspector Food & Supply, Katwa-I
- 9) The Block Informatics Officer, Katwa-I Panchayat Samity
- 10-18) The Pradhan, _____ Gram Panchayat (All)
- 19) The CC, Katwa-I, to display in the office Notice Board.


Block Development Officer
Katwa-I Dev. Block