

**Government of West Bengal
North Bengal Development Department
Branch Secretariat-Uttarkanya
Fullbari, Jalpaiguri, 734015**

Memo No.1557/NBDD / BS /ESTT-27/2012

Dated the 7th June, 2016

EMPLOYMENT NOTICE

Applications are hereby invited in the prescribed form from interested and eligible candidates for engagement as **DATA ENTRY OPERATOR ON PURELY CONTRACTUAL ENGAGEMENT** under the North Bengal Development Department, Government of West Bengal as per the following: -

	Name of the Post	Data Entry Operator
1.	No. of Persons to be engaged	15 (subject to revision)
2.	Eligibility	6. Graduate. Preference will be given to candidates having experience of working in the Government sector. 7. Ability to read and write in English 8. Ability to read, write and speak in Bengali 9. Candidates must be adept in MS-Office, MS-Word, MS-Excel, MS-Power Point , MS-Access etc
3.	Upper Age Limit	40 years as on 01.01.2016
4.	Residence	Shall be a resident of North Bengal. Successful candidates may be stationed in any of the districts of North Bengal.
5	Remuneration	Rs 11,500/- p m

1. The applicant should enclose the following with the application duly self attested:

- g) Copies of Highest Educational qualification including Computer Education qualification
- h) Proof of date of birth.
- i) Experience Certificate if any, as Data Entry Operator. The certificate must contain the address and contact number of the issuing organization for verification.
- j) Copy of Elector's Photo identity Card (EPIC).
- k) Two recent passport size photographs (self-attested) out of which one to be pasted in the application form in the space mentioned and the other enclosed with the application.
- l) One self-addressed envelope with postage stamp of Rs 5/- each. The name of the post applied for should clearly be written on the envelope.

2. Candidates fulfilling the required eligibility criteria are to make applications in the prescribed proforma addressed to the undersigned within **24th June, 2016 by post only**. (The format may be downloaded from the departmental website at wbnorthbengaldev.gov.in)

3. **Applications which are received after the last date of submission i.e .24th June, 2016 will not be accepted.**

4. Selection will be done so on the basis of a Practical Test and interview, the dates of which will be intimated later on.

5. **An application will be summarily rejected at any stage of the recruitment process for incomplete information/ mis-representation/ suppression of relevant facts / application submitted without requisite documents.**

Sd/-
Deputy Secretary to Government of West Bengal

**APPLICATION FOR THE POST OF DATA ENTRY OPERATOR ON PURELY CONTRACTUAL
ENGAGEMENT UNDER NORTH BENGAL DEVELOPMENT DEPARTMENT,
GOVERNMENT OF WEST BENGAL**

(Paste here a recent
passport
photograph of yours
and sign across
over it)

To:
The Deputy Secretary to Government of West Bengal
North Bengal Development Department
Branch Secretariat, Uttarkanya,
Fulbari, District Jalpaiguri-734015

In response to your Employment Notice under Memo No. 1557 / NBDD / BS /ESTT 27/2012 dated 7th June, 2016 for engagement of **Data Entry Operator on purely contractual basis**, I consider myself to be eligible for the post and in support of my candidature do hereby submit the following information: (Please fill all details in CAPITAL letters)

Name (Shri / Smt)	
Father's / Mother's /Husband's Name	
Address.	
Contact No.	
Email ID	
Date of Birth	
Highest Educational Qualification	
Name of the office /organization where last worked / currently working	
Name of Post held / holding	
Whether Permanent or temporary/contractual	

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found suppressed/false or incorrect or ineligibility being detected my candidature/appointment is liable to be cancelled

Place :

Date :

Full Signature of the applicant