

**DISTRICT RURAL DEVELOPMENT CELL
BIRBHUM ZILLA PARISHAD
SURI : BIRBHUM**

NOTICE

Memo. No. 2305/V-10(F) DRDC/BZP

Dated 16/01 /2009

Applications are invited from suitable candidates for recruitment to one post of Data Entry Operator at DRD Cell, Birbhum Zilla Parishad on yearly contract basis on fixed remuneration of Rs. 6331/- only per month. Essential qualification: (a) citizen at India (b) Passed Madhyamik or its equivalent (c) Typing speed of 30 words per minute in English, 20 words per minute in Bengali (d) 3 months formal training in using personal Computer from any institution recognized by the State Govt. or Central Govt. or State Council of Technical Education or All India Council of Technical Education (e) minimum speed of Data Entry of 6000 key. depression per hour. Desirable qualification one year Experience of Data Entry Operator in personal Computer.

Age : not more than 37 years as on 01/1/09, relaxable for SC/ST/OBC/Exempted categories as per order of Govt. of West Bengal issued from time to time. Applications with all details and attested copies of testimonials must reach the

Project Director, DRDC, BZP Suri Dist. Birbhum with- in 09-02-09. **No** application will be entertained in the website. Selection will be done on fair competitive basis. Only 30 suitable candidates will be called for complete examination. For application format and further details visit ~~WWW.pd.drcs.bir~~ and Notice Board of this office.


Project Director
D.R.D.C
Birbhum Zilla Parishad

Pass port size
Photo

Annexure-1

Application Format for Data Entry Operator under the D.R.D. Cell, Birbhum Zilla Parishad.

1. Name (in block letters)							
2. Father' s / Husband' s/Guardian' s Name							
3. Address for Communication (with PIN Code)							
4. Age (as on 01.01.2009)							
5. Sex							
6. Contact Telephone Number/s				Landline :			
				Mobile :			
7. E-mail ID				1)			
8. Educational Qualification (secondary onwards)							
Name of Examination		Year of Passing	% of Marks obtained	Subjects	Board/ University		
Secondary							
Higher Secondary							
Pass Graduation*							
Hons. Graduation							
PG Degree(s) (mention details)							
9. Proficiency in Computer		Degree/Diploma	Grade / % of marks	Name of Authority awarding Academic Diploma			
10. Typing proficiency, if any a) English (Specify speed) b) Bengali (Specify speed)							
11. Language Proficiency							
12. Experience if any		Organization/ Office	Post Held	From	To	Total Period	
						Year	Month

I do hereby certify that the details stated above are true and that in case any information is found false, my candidature will be liable to be cancelled.

Date.....

Full Signature.....

Place.....