Government of West Bengal
Office of the Project Officer-cum-District Welfare Officer
Backward Classes Welfare & Tribal Development,
Birbhum


NOTICE

Applications are invited in the prescribed format uploaded at the District's website at www.birbhum.gov.in from eligible candidates for engagement to the post of Data Entry Operator on contractual basis for implementation of various e-Governance Project under the BCW & TD Department, West Bengal.

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<thead>
<tr>
<th>Name of Post</th>
<th>Monthly Remuneration</th>
<th>No. Of Vacancy</th>
<th>Reservation</th>
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<tbody>
<tr>
<td>Data Entry Operator (Contractual)</td>
<td>Rs. 11,000/- per month (Consolidated)</td>
<td>01</td>
<td>Reserved for Scheduled Tribe</td>
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Age: Not below the age of 18 years and not more than 40 years as on 01.01.2018.

Essential Qualification Desirable: Degree in Graduation with Certificate in Computer Application.

Desirable: Experience in working in Government Sector (if any)

Recruitment Procedure: The selection of Data Entry Operators will be made strictly on the basis of Merit List prepared on the basis of results of Selection Test Comprising of Written Examination (50 Marks, objective MCQ type, basically to test the candidate's competency in computer). Trade test (35 Marks) and Interview (15 Marks).

Tenure of Service: The engagement shall be purely temporary on contractual basis for period of one (1) year only. The renewal of the post will be guided by the G.O. No.1774-BCW/SE-04/2014, Dated 29.05.2017.

Procedure of Application: All applications must be submitted along with requisite documents in sealed envelope super scribed with "Application for the post of Data Entry Operators on Contractual Basis" through Registered Post/Speed Post / Courier addressed to the "P.O.-cum-DWO, BCW&TD, Birbhum, Administrative Building, 2nd Floor, Room No.-301, Suri, Birbhum, PIN-731101" No application submitted by hand or by any other means will be accepted.

Last date of application: Closing date of application in the office of the P.O.-cum-DWO, BCW&TD, Birbhum is 29/06/2018 upto 4:00 P.M.

The candidates are advised to follow the District Website www.birbhum.gov.in closely. All the informations related to selection process like 1) Issuance of Call letter for Written Test, 2) List of shortlisted candidates on the basis of Written Test will be uploaded in the district website from time to time. The eligible candidates will be called for appearing Trade Test and Interview in time through the District Website www.birbhum.gov.in.

Enclosure to be submitted along with application:

i) Proof of resident: Self attested copy of Voter ID card/ Aadhaar/ Passport.

ii) Proof of Age: Self attested copy of Admit Card of Madhyamik Pariksha or equivalent exam./ Birth Certificate.

iii) Qualification: Self attested copy of certificate in support of essential qualification.

iv) Experience: Self attested copy of certificate in support of experience (if any).

v) Photograph: Recent Passport size Self attested Photograph of the applicant on the space in the format.

vi) Proof of Caste for reserved category: Self attested photo copy of caste certificate issued by the competent authority.

Signature:

The Project Officer-cum-District Welfare Officer,
Backward Classes Welfare & Tribal Development,
Birbhum


Copy forwarded for information to:-

1. The Sahadhripati, Birbhum Zilla Parishad, Birbhum.
2. The District Magistrate, Birbhum.
3. The Additional District Magistrate (Gen.), Birbhum.
4. The Sub-Divisional Officer, Suri(Sadar) / Rampurhat/ Bolpur Sub-Division, Birbhum.
5. The District Informatics Officer, NIC, Birbhum with a request to publish the notice in the official website of the District Magistrate, Birbhum.
6. The District Information & Cultural Officer, Birbhum.
7. The Block Development Officer (All) .................. Dev. Block, Birbhum.
8. The Head Clerk, BCW, Birbhum.
Application for the post of Data Entry Operator (Contractual)

Personal Details:

Name in block letter

Father’s Name

Date of Birth

Contact No.

D D M M Y Y Y Y

Email ID

Address

Post Office

Police Station

District

PIN

Gender

Category

ST Yes No

Qualification Details:

Please Enter qualification details

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<th>Examination</th>
<th>Board / University</th>
<th>Year of Passing</th>
<th>Percentage</th>
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Professional Qualification (If any)

Experience (If any)

Enclo: -

Signature of Applicant