Government of West Bengal
Office of the District Magistrate & Collector, Birbhum
Establishment Section

Tel No. : 03462 – 255-554 e-mail : birbhumesstt@gmail.com

Memo No.1534 /Estt./IV/56/2015(Part-I) Dated, Suri, the 14/11/2017

To
The District Information & Cultural Officer,
Birbhum,
Suri, Birbhum

Sub: Publication of Notice regarding filling up the post of “DATA ENTRY OPERATOR” for Treasury in the district of Birbhum by 16/11/2017 through State level Bengali and English daily News paper.

In reference to the above this is to inform you that 02 (Two) Nos. of Box Notice (Bengali and English) for filling up the post of “DATA ENTRY OPERATOR” for Treasury in the district of Birbhum are enclosed herewith with request to publish through 02 (Two) State level daily News papers namely “THE STATESMAN” [for English Notice] and “SANGBAD PRATIDIN” [for Bengali Notice] from your end by 16/11/2017 positively.

The payment will be made from the end of Nezarath Deputy Collector, Birbhum Collectorate on presentation of bill.

This is URGENT

Sd/-
For District Magistrate &
Collector, Birbhum

Memo No.1534/1(2) /Estt./IV/56/2015 (Part-I)
Dated, Suri, the 14/11/2017

Copy forwarded to:
1) N.D.C., Birbhum Collectorate with request to take necessary action towards the payment of bill for publication the enclosed Notices from your end on presentation of bill.

2) The D.I.O., NIC, Birbhum Collectorate with request to hoist the enclosed Notices alongwith Application Format in the Office website on 16/11/2017 for wide circulation.

Sd/-
For District Magistrate &
Collector, Birbhum

Memo No. 1534/2(9) /Estt./IV/56/2015 (Part-I)
Dated, Suri, the 14/11/2017

Copy forwarded with request to display the Notice and Format on the Notice Board to the:
1) Executive Officer, Birbhum Zilla Parishad
2-3) Sub-Divisional Officer, Rampurhat/Bolpur
4) Nezarath Dy. Collector, Birbhum Collectorate
5-8) Treassury Officer, Birbhum Treasury-I/II, Rampurhat/Bolpur
9) Co-ordinator, NIELIT

Sd/-
For District Magistrate &
Collector, Birbhum
NOTICE

Application in sealed envelope is invited for the post of Data Entry Operator on purely Contractual and Temporary basis in the Treasuries of Birbhum district (One Post only) as per details given below.

**Essential Qualification:**

1) **Age:** 18 years to 40 years as on 04/12/2017. (Last date of application)

2) **Education:** Minimum Graduation.

3) **Computer Qualification:** ‘O’ Level certificate from DOEACC (erstwhile) or from NIELIT. Higher qualification like ‘A’/’B’/’C’ Level or Diploma Engineers with Computer or IT or BCA/B.Tech/B.Sc (Hons) in Computer is also allowed. Other computer certificates/courses will not be accepted.

**Terms of Engagement:**

1) **Tenure:** Purely on Contractual / Temporary basis for a period of 1(one) year. This can be renewed on satisfactory performance, by the Finance Department on recommendation of the District Magistrate by further period of 1 (one) year.

2) **Remuneration:** (i) The Data Entry Operator will be entitled to a consolidated remuneration of Rs.11,000/- (Rupees Eleven Thousand only) per month.
   (ii) Annual incremental benefit will be @ Rs.500/- each for the first five years and then @ Rs.600/- thereafter. This is subject to continuous satisfactory service only upon renewal by Finance Department, if done.

3) **Termination:** The engagement of DEO will terminate under following situations-
   i) Expiry of Contract Period, if not renewed.
   ii) Giving 30 days notice by either side within the validity period of contract.
   iii) Forthwith under insubordination & improper behaviour, inefficiency, negligence, etc.

4) **Role and Functions:** The role and function will be restricted to the following activities in any of the Treasuries in Birbhum District:- i) Bill receiving, ii) Scroll Entry, iii) Cheque delivery, iv) Return memo generation, v) Complication work, vi) P.P.O. entry, vii) Advice entry of LF/PL, viii) Saction Ordr entry, ix) Other data entry related work, as and when assigned by the Treasury Officer.
APPLICATION FORMAT

To
The District Magistrate & Collector,
Birbhum

Sub: Application for the post of Data Entry Operator for Treasury.
(Application must be type written)

1. Name in full (in block letter):

2. Father’s Name/Husband’s Name:

3. Postal Address: (in details):

   PIN

4. Educational Qualification:
(Self attested copy of Marestert/Certificates)

5. Qualification of Computer:
(Self attested copy of Certificates)

6. Date of Birth:
   (Submit self attested age proof
   Certificate- Birth Certificate/Admit
   Card of Madhyamik or equivalent)

   D  D  M  M  Y  Y  Y

7. Experience (if any):
   (Submit self attested copy of Appointment Letter.)

8. Mobile No.:

9. E-mail ID:

I do hereby declare that the information furnished above are based on material records are true
   to the best of knowledge and belief. I also declare that if any information is found to be false
   or incomplete my candidature is liable to be cancelled without any further intimation to me.

Date:

Full Signature of the Applicant

N.B.:

1) Correct Mobile No. and E-mail ID must be submitted else Admit Card can not be sent.
2) Self attested copies of all documents must be submitted without which the application will
   be summarily rejected.