



GOVERNMENT OF WEST BENGAL

OFFICE OF THE SUB-DIVISIONAL OFFICER

RAMPURHAT :: BIRBHUM

PIN-731224 Mail id :- sdmrph@gmail.com.

Memo.NO 770 IC

Dated :- 22.11.2021

NOTICE

Applications are invited from all eligible candidates for the vacant post of temporary Additional Data Entry Operator at 1. SCF&S , Rampurhat , 2. Inspector office of Rampurhat Municipality 3. Inspector Office Nalhati Municipality on purely contract basis for 6 months with effect from 01/11/2021.

Name of the post	Mode of recruitment and Qualification	Date and time of Walk-in-interview	Remuneration
Additional Data Entry Operator	1. Graduation in any discipline . 2. 01 year certificate in computer application. 3. Age between 18-40 Yrs.	03/12/2021 11:00 AM Reporting time 09.30 to 10.30 A.M.	13000/- per month or interms of order no 3577-S/O/Sectt/IT-05-2014 (Part 1) dated 10.10.2021 of Food & Supply Deptt and 122(22)/C dated 02.11.2021of District Magistrate,Birbhum.

The last date of submission of application is 30/11/2021 at 4 p.m. at the office of the Sub-Divisional Officer , Rampurhat (Room No – 14), Birbhum (except Saturday, Sunday & Govt. holiday).

Selection procedure:

Selection will be done through walk-in-interview. All eligible willing candidates are asked to appear at walk-in-interview at the office of the Sub-Divisional Officer, Rampurhat Birbhum on 03/12/2021 at 11.00 a.m.

Documents to be submitted :

Self-attested copies of following documents have to be submitted. Original copies of following documents have to be produced with application.

- 1.EPIC/Aadhaar Card(Self attested copy).
- 2.Residential certificate from B.D.O in case of Block area and SDO in case of Municipality area. (Original copy){
- 3.Age proof : Admit card of Secondary Examination.
4. Self attested copy of Last educational qualification and computer (Certificate/Mark Sheet)

Sub-Divisional Officer
Rampurhat :: Birbhum

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Copy forwarded for kind information with the request in the notice board for wide publication.

- 1.The District Magistrate, Birbhum
2. The District Controller , Food & Supply, Birbhum.
- 3.The Sub-Divisional Officer, Rampurhat, Birbhum
4. The Chairperson, Board of Administrators, Rampurhat Municipality with the request to arrange the display of notice.
- 5.The Chairman, Nalhati Municipality with the request to arrange the display of notice.
- 6.The Sub-Divisional Controller Food & Supply, Rampurhat, Birbhum.
- 7.The D.I.O, N.I.C , Birbhum for display in the District Website for wide publicity.


Sub-Divisional Officer
Rampurhat :: Birbhum

APPLICATION FORM FOR THE POST OF ADDITIONAL DATE ENTRY OPERATOR

Coloured
Passport
Size
photograph
of applicant.

- 1.Name of the applicant (In Block Letter) :-
- 2.Father/Husband Name of the Applicant :-
- 3.Date of Birth
- 4.Age (as on 01.01.2021) :-
- 5.Educational Qualification :-
- 6.Computer Certificate (Yes/No) :-
- 7.Present address. :-

8. Permanent address :-

9. Mobile No :-

10.Working Experience(If any) :-

I hereby declared that the above information is true to the best of my knowledge.

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(Full Signature of the applicant)