



GOVERNMENT OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
RAJNAGAR DEV. BLOCK
RAJNAGAR, BIRBHUM

E-Mail: bdorajnar@gmail.com

Memo No: - 1428/Raj

Date: - 18.11.2021

NOTICE

Applications are invited from all eligible candidates for the vacant post of temporary Additional Data Entry Operator at Rajnagar Development Block on purely contract basis for 6 (six) 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	<ol style="list-style-type: none">1. Graduation in any discipline2. Certificate of at least 01 (one year) course in computer application.3. Age between 18-404. Priority will be given to the applicants of Rajnagar Dev. Block jurisdiction.	25.11.2021 12 noon Reporting time 10.30 AM - 11.30 AM	Rs. 13000/- per month or in terms of order no: 3577-FS/O/Sectt/IT-05-2014(Part-I) dated 10.10.2021 of Food & Supply Dept. and 122(22)/C dated 02.11.2021 of District Magistrate, Birbhum.

The last date of submission of application is 24.11.2021 up to 04.00 PM at the Block Development Office, Rajnagar Development Block, Dist- Birbhum (except Saturday, Sunday & Govt. holidays). It may be sent through post/ Courier/by hand. Application reached after 24.11.2021 at 04.00 PM, will not be entertained.

Selection procedure:

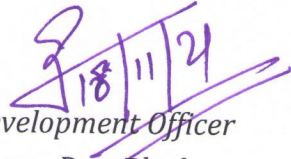
Selection will be done through personality test cum Viva-voce. All eligible willing candidates are asked to appear at the Rajnagar Block Development Office for interview at 12 noon on 25.11.2021. A panel of candidates will be prepared according to the marks obtained in the interview and the appointment will be given to the first candidate. If the first one does not accept, the 2nd one will be given the offer of engagement.

Incomplete forms will be rejected.

Documents to be submitted:

Self-attested copies of following documents have to be submitted. **Original copies of following documents have to be produced during the Personality Test cum Viva-voce.**

1. EPIC/Aadhaar Card (Self-attested copy).
2. Residential certificate from BDO 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 qualifications and certificate in computer application (Certificate/Mark sheet)


Block Development Officer
Rajnagar Dev. Block
Rajnagar, Birbhum

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

1. The District Magistrate, Birbhum
2. The Additional District Magistrate (Development), Birbhum
3. The District Controller of Food & Supplies, Birbhum
4. The Sub Divisional Officer, Suri Sadar Sub-Division, Birbhum
5. The D.I.O, N.I.C, Birbhum for display in the District Website for wide publicity.
6. The Secretary, Birbhum Zilla Parishad, Birbhum
7. The Sub Divisional Controller of Food & Supplies, Suri Sadar Sub-Division, Birbhum
8. The Savapati, Rajnagar Panchayat Samity
9. The Jt. BDO, Rajnagar Development Block
10. The Karmadhakshya, Khadya-o-Sarboraho, Rajnagar Panchayat Samity
11. The Inspector Food & Supplies, Rajnagar Development Block
- 12-16) The Prodhan..... (All Gram Panchayat), to display in their respective notice Boards.
17. Notice Board of this Office.



*Block Development Officer
Rajnagar Dev. Block
Rajnagar, Birbhum*

**APPLICATION FORM FOR THE POST OF ADDITIONAL DATA
ENTRY OPERATOR UNDER FOOD & SUPPLIES DEPT.**

Coloured
Passport Size
Photograph of
Applicant

1. Name of the Applicant (In Block Letters) :
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)