



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
LABPUR DEVELOPMENT BLOCK  
LABPUR, BIRBHUM



Memo No.: 1934 /LDB/2021

Date: 09/11/2021

**NOTICE**

Applications are invited in sealed envelope from eligible Indian citizen as per norms given below **within 3:30 PM of 24<sup>th</sup> November, 2021** for appointment of temporary additional Data Entry Operator purely on **contractual hiring** basis in the prescribed format in the Office of the Inspector, Food & Supplies under this Block as detailed below.

Sl. No.	Name of the office	Name of Post	Vacancy position
1	Inspector, Food & Supplies, Labpur	DEO	01

Incomplete applications or applications received after last date and time shall be summarily rejected. The details related to the recruitment are as follows:

**1. Essential Qualifications:**

- A) **Essential Educational Qualifications:** Candidates must have passed graduation from any recognized institute.
- B) **Essential Computer Education:** Candidates must have certificate on Computer applications from any recognized institute.

**2. Monthly Remuneration:**

The DEO will be paid a consolidated monthly remuneration of **Rs. 13000/- (Consolidate)**, **Thirty thousand Rupees only** after joining for a period of 6 months. Remuneration may change as per guideline from finance dept.

**3. Submission of Application:**

Application in the given proforma (Proforma-A) on A4 size white durable paper along with all necessary self attested documents and photograph in a **sealed envelope** must be submitted in the **Office of the Block Development Officer, Labpur Development Block between 11:00 am to 03:30 pm on all working days** (except Saturdays and Sundays and other holidays) **by Post or by person in the Dropbox** present in the Office premises.

Applications must reach this Office by **24<sup>th</sup> November, 2021 within 3:30 PM**. Submission of more than one application is strictly forbidden.

**Duly filled up application in all respect must be submitted with;**

- (I) One copy of recent passport size colour photograph duly signed by the candidate and pasted on the application.
- (II) One self attested photocopy of certificate regarding age (Birth certificate/Admit card of Madhyamik Exam etc).
- (III) One self attested photocopy of mark sheet of graduation examination.
- (IV) One self attested photocopy of certificate of computer application.
- (V) One self attested photocopy of Admit card of Madhyamik examination (need not to submit if already provided as age proof).
- (VI) One self attested photocopy of Epic card.
- (VII) Applications must be submitted with a valid e-mail ID and contact no.
- (VIII) One self-addressed Stamped envelope.
- (IX) The envelope containing the application and necessary documents should be scripted as "APPLICATION FOR THE POST OF TEMPORARY ADDITIONAL DATA ENTRY OPERATOR".

**4. Method of Selection:**

After scrutinizing all the applications and documents submitted by the candidate a merit list will be prepared purely on basis of eligibility criteria as mentioned. All shortlisted candidates will be informed later to appear before selection committee with all original documents.

\*\*\* The undersigned reserves the absolute authority to modify the content of the notice and final acceptance or rejection of any application on his convenience.


  
09/11/2021  
Block Development Officer  
Labpur Development Block  
Labpur, Birbhum

**Memo No.:** 1934/1(13)/LDB/21

**Date:** 09.11.2021

Copy forwarded for information to:

1. The District Magistrate, Birbhum
2. The Additional District Magistrate(Dev), Birbhum
3. The Sub-Divisional Officer, Bolpur Sub-Division, Birbhum
4. The District Controller, F & S, Birbhum
5. The Sub-Divisional Controller, F & S, Bolpur, Birbhum
6. The District Information Officer, NIC, Birbhum for publishing the notice to www.birbhum.gov.in
7. The Sabhapati, Labpur Panchayat Samity
8. The BMOH/BLDO/BL&LRO/ADA/Inspector F & S, Labpur with a request for publicity of the notice in their office notice board.
9. The SI of Schools, Labpur South and Labpur CLRC with a request for publicity of the notice in their office notice board.
10. The Officer in Charge, Labpur Police Station with a request for publicity of the notice in their office notice board.
11. The Proadhan(All), \_\_\_\_\_ Gram Panchayat for wide publicity of the notice in your Gram Panchayat area.
12. The Editor, \_\_\_\_\_ News Paper/Magazine/Tabloid/Web Page/Web Site/Blog with a request for publicity of the notice in your publication/page.
13. Office Notice Board.

  
09/11/2021  
Block Development Officer  
Labpur Development Block  
Labpur, Birbhum

# APPLICATION FOR THE POST OF TEMPORARY ADDITIONAL DATA ENTRY OPERATOR

(Candidate should fill up the application form in CAPITAL LETTERS. All required self attested photocopies shall accompany the application)

To  
**The Block Development Officer**  
**Labpur Dev. Block**  
**Labpur, Birbhum**

Affix passport size  
self attested recent  
color photograph

Sir,  
I would like to apply my candidature for the post of temporary additional Data Entry Operator under Food and Supplies Dept. Labpur Block.  
My particulars are given below:

1. Name:
2. Guardians Name (Father/Mother/Husband/Other):
3. Permanent Residential Address:
4. Gender (Male/Female/Transgender):
5. Date of Birth:
6. Age on 01.01.2021:
7. Caste (General/ST/SC/OBC-A/OBC-B):
8. Contact No.:
9. E-Mail ID:

10. Educational Qualification:

Name of the Examination Passed	Year of Passing	Board of examination	Subjects	Full Marks	Marks Obtained	% (Percentage) of marks obtained without additional subject
Graduation						

11. Qualification on Computer Application:

Name of the course	Year of Passing	Institute Name	Course duration

12. Check list of enclosures:

- |   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| (i) Photocopy of certificate of age                   | <input type="checkbox"/> | (iv) Photocopy of Mark sheet of Graduation | <input type="checkbox"/> |
| (ii) Photocopy of certificate of computer application | <input type="checkbox"/> | (v) Photocopy of Admit card of MP exam     | <input type="checkbox"/> |
| (iii) Self addressed stamped envelope                 | <input type="checkbox"/> | (vi) Photocopy of Epic Card                | <input type="checkbox"/> |

I hereby declare the particulars furnished above are true to the best of my knowledge and belief. If any of the particulars supplied above is found wrong at any stage of engagement, my candidature will be canceled.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
(Signature in full of the applicant in running letters)