

Government of West Bengal
Office of the Sub-Divisional Controller
Food & Supplies, Jhalda
Dist.- Purulia
Email:- sefsjhalda@gmail.com

Memo No:- 259/SC/FS/JHALDA/21

Dated :-17.11.2021.

NOTICE

In pursuance of G.O.NO-3575-FS/O/SECTT/IT-05/2014(Part-I) dated 08/10/2021 read with corrigendum memo no-3577-FS/O/SECTT/IT-05/2014(Part-I) dated 10/10/2021 of Department of Food & Supplies, Govt. of West Bengal, applications are hereby invited from the suitable candidate having graduation degree from UGC recognised universities and valid certificate of computer application for the post of 06 (six) additional data entry operators (DEO) on purely contractual basis for "Ration Cards Life cycle Management System" for office of the undersigned.

Eligibility Criteria :-

1. The candidate should have graduation degree from UGC recognised universities and valid computer certificate.

Documents require to be attached with the application:

The applicant must submit the following self attested photocopy of supporting documents along with application.

- (i) Filled in application form.
- (ii) Recent colour photograph (to be self attested and affixed on the application form).
- (iii) Proof of Age (Admit card/Certificate of Madhyamik)
- (iv) Proof of the educational qualification (Certificates or Mark sheets).
- (v) Valid certificate of computer application from the recognised institute.
- (vi) Proof of Identity (Photocopy of EPIC /Aadhar Card /Passport/PAN Card).
- (vii) Proof of residential address (Photocopy of EPIC / Aadhar Card / Passport/recent Electric bill /Driving License).

Terms and Conditions :-

- i. Appointment of additional data entry operators will be purely temporary for a period of 06(six) months w.e.f 01/11/21 with a fixed monthly consolidated remuneration of Rs 13,000/- (Thirteen thousand) only per month.
- ii. Selected candidate may need to work on Sunday and other holidays if required.
- iii. Candidate will be shortlisted on the basis of educational qualification and other certificate & accordingly will be called for computer test and interview as per merit.
- iv. Age limit: between 18-40 Yrs as on the date of notification.

The undersigned reserves the right to change the date of computer test /interview for any unavoidable circumstance.

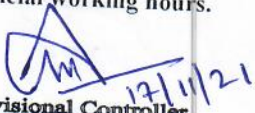
Application, addressed "To The Sub Divisional Controller Food & Supplies, Jhalda, Purulia and Office address – Purulia Khadya Bhaban, 1st Floor, P.O. - & Dist. - Purulia, Pin - 723101" along with self attested testimonials should reach to the office of the undersigned within 30/11/2021 at 3 PM positively by hand or through registered post in a sealed envelope . For any further details, interested persons may contact at the office of the undersigned during official working hours.

Encl:- Application Format.

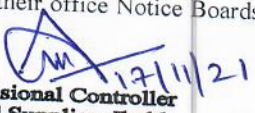
Memo No:- 259/1(13)/SC/FS/JHALDA/21

Copy forwarded for kind information to:-

1. The District Controller Food & Supplies, Purulia.
2. The D.I.O of NIC, Purulia with the request to upload this notice in the District Website.
3. The Sub Divisional Officer, Jhalda with request to put this notice on the office Notice Board for wide publicity.
4. - 7. The B.D.O (All) under Jhalda Sub-Division with request to put this notice on their office Notice Boards for wide publicity.
8. - 12. All the Area-Inspectors (F&S), Jhalda Sub-Division, with a request to put this notice on their office Notice Boards for wide publicity.
13. Office Notice Board.


Sub-Divisional Controller
Food and Supplies, Jhalda
Purulia

Dated :-17.11.2021.


Sub-Divisional Controller
Food and Supplies, Jhalda
Purulia

APPLICATION FORM

(For the post of Additional Data Entry Operator)
(Application should be filled in Capital Letter)

1. Name of the Applicant:-
2. Father's/ Husband's Name:-
3. Date of Birth:-
4. Gender:-
5. Nationality:-
6. Address (with Pin Code):-

Recent colour
passport size photo
with self attested

7. Contact No:-
8. Email:-
9. Qualifications:-

Sl No	Examination Passed	Name of the University/Board	% of Marks obtained	Year of Passing	Remarks

10. Qualification on Computer :-

Name of the Course	Name of the Institution	Year of Passing	% of marks or Grade

11. Experience if any (Yes/No):-
If yes, mentioned in brief:-
(Attach attested Photocopy)

12. List of Attached Documents:-

I hereby declare that statements made by me in this form are true and complete. During verification process, if any part of the information given by me is incorrect or false or that I have concealed any relevant information, my candidature may be cancelled.

Place:-

Date: -

Signature of the Applicant