

পশ্চিমবঙ্গ সরকার
সমষ্টিউন্নয়নআধিকারিকেরকরণ

রানীবাঁধব্লক, বাঁকুড়া,
গ্রাম + পোস্ট + থানা- রানীবাঁধ, জেলা - বাঁকুড়া, পিন -
৭২২ ১৪৮, ✉ .bdoranibandh@gmail.com



Government of West Bengal
Office of the Block Development Officer
Ranibandh Development Block
Ranibandh, Bankura
Vill. + PO. + PS.- Ranibandh, Dist.- Bankura. PIN-
722148, e-mail:bdoranibandh@gmail.com

Memo No. 2593 /BDO/RANI/2021

Dated 07/12/21

NOTICE

In pursuance of the memo no. 3575-FS/O/Sectt/IT-05/2014(Part-I) dated 08.10.2021, 3577-FS/O/Sectt/IT-05/2014(Part-I) dated 08.10.2021 issued by the Joint Secretary to the Food & Supplies Deptt., Govt. of West Bengal read with Memo No. 2288(3)/DCFS/BNK/21 dated 18/11/21 of the Additional District Magistrate(Development), Bankura, One **Additional Data Entry Operator** (Addl. DEO) will be engaged in the **Office of the Inspector, Food & Supply, RanibandhBlock** on purely temporarily contractual basis up to 30/04/2022.

Eligible candidate may appear in "Walk - In - Interview" as per following schedule. Selection will be conducted based on Computer Test, Interview .

A. Details of post and minimum essential qualification :-

Sl. No.	Name of the Post	Vacancy	Minimum Essential Qualification	Age limit as on 01.11.2021
1	Additional Data Entry Operator (DEO)	1	The candidate should have graduation degree from any recognized University and have completed at least 1 year diploma / certificate course in Computer Application from Govt. Registered Institution. Working Knowledge of computers with operating knowledge of MS-Office and Internet.	Between 21 - 40 Yrs.

B. Terms and Conditions :-

- Appointment of additional data entry operator will be on **purely temporary contractual basis with a fixed monthly remuneration of Rs. 13,000/-** (Thirteen thousand) only per month.
- The candidate will be shortlisted on the basis of computer test and interview.
- Preference will be given for experience of work as DEO in any Govt. office.**
- Selected candidate may need to work on Sunday and other holidays, if required.

C. Document required :-

The applicant must submit the following self attested photocopy of supporting document along with application on the date of "Walk-In-Interview". The applicant must carry the original copy of the following documents on that day.

- Filled in application form.
- Recent colour photograph (to be self attested and affixed on the application form).
- Proof of Age (Admit card/Certificate of Madhyamik)
- Proof of educational qualification of Graduation only. (Certificates or Mark sheets).
- Valid certificate of computer application from the Govt. Registered Institute.
- Proof of Identity (Photocopy of EPIC/Aadhar Card/Passport/PAN Card).
- Proof of residential address (Photocopy of EPIC/Aadhar Card/Passport/recent Electric bill/Driving License).

D. Date & Venue of Walk - In - Interview:- 14/12/2021 at 11 am at -BirshaMunda Auditorium, Office of the B.D.O, Ranibandh ,Bankura.No candidate shall be allowed to enter in the examination center after 11.00 am.

The undersigned reserves the right to change the date of "Walk-in-Interview" for any unavoidable circumstances.

Encl:- Application Format.


07/12/21
Block Development Officer
Ranibandh Development Block
Ranibandh :: Bankura

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গ্রাম + পোস্ট + থানা- রানীবাঁধ, জেলা - বাঁকুড়া, পিন -
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Memo No. 2593/1(5)/BDO/RANI/2021

Dated 07/12/21.

Copy Forward for information to:-

1. The Additional District Magistrate (Dev.), Bankura.
2. The Sub-Divisional Officer ,Khatra.
3. The District Controller Food & Supply, Bankura.
4. The DIO NIC ,Bankura with the request to publish the notice.
5. All Gram Panchayat ,Ranibandh Block.



Block Development Officer
Ranibandh Development Block
Ranibandh :: Bankura

Block Development Officer
Ranibandh Development Block
Ranibandh, Bankura

APPLICATION FORM
(FOR THE POST OF ADDITIONAL DATA ENTRY OPERATOR)
(Application should be filled in Capital Letter)

Recent colour
 passport size
 photo with self
 attested

01.	FULL NAME: (In Block Letters)			
02.	FATHER'S / HUSBAND'S NAME:			
03.	ADDRESS:	(a) Permanent		
		(b) Present		
04.	DATE OF BIRTH: (Attach self-attested copy of appropriate certificate)	____/____/____ (Put 'o' before any single digit viz. 05/07/XXXX)		
05.	Age (As on 01.11.2021)	____ Years ____ Month(s) ____ day(s)		
06.	EDUCATIONAL QUALIFICATION: (Attach self-attested copy of appropriate certificate/mark sheet of Graduation)	Exam Passed	Board / University	Year of Passing
				% of Marks
07.	QUALIFICATION ON COMPUTER	Name of the institution	Year of Passing	% of Marks or Grade
08.	Working Experience as DEO in any Govt. Office, if any(Yes/No)			
09.	SEX:			
10.	NATIONALITY:			
11.	E-MAIL ADDRESS:			
12.	MOBILE NO. / CONTACT NO.:			

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage my candidature is liable to be cancelled.

Place: _____

Date: _____

(Signature of the Candidate)