

GOVERNMENT OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
MURARAI-II DEVELOPMENT BLOCK
PAIKAR, BIRBHUM

Memo: - 1954 /MRR-II

Date: - 01 /12/2021

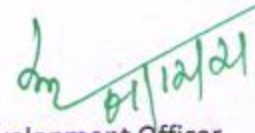
NOTIFICATION

Applications are hereby invited from eligible candidates for engagement for temporary Additional Data Entry Operator on contractual hiring basis for the period of 6 (Six) months, Ref. No. 122(22)/C Dated. 02.11.2021, District Magistrate, Birbhu, read with memo no. 3575/FS/O/Sectt/IT-05/2014 (Part-I), Dt. 08.10.2021 and memo no. 3577/FS/O/Sectt/IT-05/2014 (Part-I), Dt. 10.10.2021

Eligible and intending candidates may apply and submit their application by hand at Drop Box at Murarai-II Dev. Block office, Paikar, Birbhum or may send by Speed post/courier.

Criteria:-

- A. **Appointing Authority:** District Controller, Food & Supplies, Birbhum
- B. **Number of Post:** 01
- C. **Consolidated Remuneration:** 13000 (thirteen thousand) per month
- D. **Eligibility Criteria:** 1. Any Indian National preferably. 2. Graduation with certificate in computer application from recognized institution with working knowledge of MS Office, and basic knowledge of Internet and good typing speed.
- E. **How to Apply:** in prescribe form attached herewith.
- F. **Tenure:** 6 (Six) Months
- G. **Mode of selection:** Computer Test, Typing test and viva-voce..
- H. **Date of selection test:** 13.12.2021 at 11.00 AM at Block Conference Hall, Murarai-II Development Block, Paikar, Birbhum. Eligible Candidates will appear physically with all original relevant documents on the selection test date. No TA/DA will be allowed in this regard.
- I. **Last Date of Application:** The Application should be reached to this office any working day by 10.12.2021 till 5.00 PM and thereafter no application will be accepted.
- J. **Qualification:** Graduation with Certificate in Computer Application
- K. **Documents to be attached:** Self attested photo copy of 1. All educational qualifications 2. Certificate of computer application. 3. EPIC, 4. Aadhaar, 5. Residential Certificate from BDO in case of rural area and from SDO in case of Municipal area, 6. Two passport size photo. 7. Age proof Certificate.


Block Development Officer
Murarai-II Development Block
Paikar:: Birbhum

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Copy forwarded for information and wide circulation

1. The District Magistrate, Birbhum
2. The Additional District Magistrate (Dev.), Suri, Birbhum
3. The Sub-Divisional Officer, Rampurhat
4. The Sub-Divisional Controller, Food & Supplies, Rampurhat
5. The DIO, NIC, Birbhum with request to upload the notification in <https://birbhum.gov.in/>
6. The District Controller, Food & Supplies, Birbhum
7. The Sabhapati, Murarai-II Panchayat Samiti
8. The Sub-Divisional Controller, Food & Supplies, Rampurhat
9. The Karmadaksha..... Khadya-O-Sarbaraha, Murarai-II Panchayat Samiti
10. The Inspector Food & Supplies, Paikar, Birbhum
11. The Block Informatics Officer, Murarai-II Dev Block
12. The Pradhan.....(All Gram Panchayat)
13. Office Notice Board

dm 01/12/21

Block Development Officer
Murarai-II Development Block
Paikar:: Birbhum

dm

APPLICATION FORM FOR THE POST OF ADDITIONAL DATA ENTRY OPERATOR

Ref Notification No. 1954/MRR-II Dated. 01.12.2021

To:
The Block Development Officer
Murarai-II Development Block
Paikar: Birbhum



Name (in Capital letter).....

Father's Name (in Capital Letter).....

Guardian's Name:

Present Address:

.....

Permanent Residential Address:

.....

Gender: Male/Female (Put tick Mark)

DOB :(dd/mm/yyyy)

Age on 01.01.2021:

Experience if any (Detail)

.....

Mobile Number:

Email ID:

Educational Qualification:

Name of Examination Passed	Board of Examinations	Year of passing	Subjects taken	Full Marks	Marks Obtain	Marks obtain in % without optional

Qualification of Computer Application.

Name of course	Name of Institution	Year of passing	Duration of Course

Enclosures: (Self attested photo copy)

(Put tick mark on enclosures)

1. Admit Card of secondary education
2. Marks Sheet MP or equivalent Examination
3. Marks Sheet of HS or equivalent Examination
4. Certificate HS or equivalent examination
5. EPIC Aadhaar
6. Certificate of Computer Application
7. Two Passport size color photo
8. Residential Certificate
9. Experience Certificate
10. Certificate of others qualifications if any

Declaration:

I certify that the particulars given on this form are correct and understand that any incorrect/mislead to disqualification and/ or legal action.

Date(dd/mm/yyyy)

.....

Signature of Applicant

Place: