



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
KHATRA::BANKURA

Phone No. : 03243-255262, Fax No. : 03243 255004, Email ID - sdokhatra@gmail.com

Memo No. 3197 / G

Date: 08 / 12 / 2021

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 Government of West Bengal, Food & Supplies Department, 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 Sub-Divisional Controller of Food & Supplies, Khatra on **purely temporarily contractual basis up to 30/04/2022.**

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	Temporary Additional Data Entry Operator (DEO)	1	The candidate should have graduation degree from any recognized University and should have completed at least 6 months 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.(Engagement will be up to 30/04/2022)
- The candidate will be selected on the basis of computer test. If more than one candidate carry equal marks in computer test, final selection will be done by a viva session (to know technical know-how) of those candidates only.
- 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 any date between 09/12/2021 to 16/12/2021 except Sunday (12/12/2021) on and from 11.00 am to 4.00 pm, in Hard copy in a Drop Box kept at the office of the Sub-Divisional Controller of Food & Supplies, Khatra.

- Filled in application form.(Hard copy)
- Recent colour passport size 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).

The applicant must carry the original copy of the above said documents on the day of computer test on 22/12/2021.

D. Date of Test:- 22 /12/2021. Time of reporting:- 10.00 am. No candidate will be allowed to enter the examination venue after 12.00 hours.

E. Venue of test:- Gurusaday Mancha, Office of the B.D.O, Khatra, Bankura.

The undersigned reserves the right to change the date of Computer Test for any unavoidable circumstances.

Encl:- Application Format.


Sub-Divisional Officer
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Phone No. : 03243-255262, Fax No. : 03243 255004, Email ID - sdokhatra@gmail.com

Memo No. 3197/1151/G

Date: 08/12/2021

Copy forwarded to:-

1. The Additional District Magistrate (Dev.), Bankura for his kind information.
2. The District Controller of Food & Supplies Department, Bankura.
3. The DIO, NIC, Bankura with a request to upload the notice in the bankura.gov.in website.
4. The Sub Divisional Controller of Food & Supplies, Khatra with a request to arrange a "Drop Box" at your Office.
5. The Block Development Officer (All Blocks under Khatra Sub-Division) with a request to display in the office Notice Board.


Sub-Divisional Officer
Khatra::Bankura

APPLICATION FORM

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

Recent Self
attested coloured
(front side) size
photo

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, if any (Yes/No). Mention period of engagement			
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)

**Notice Category : Announcement/ Recruitment/ Tenders / Events/
Upcoming Events**

Title	Description	Start Date	End Date	Attachment File Name
Notice for engagement of Additional DEO at Office of the Sub-Divisional Controller Food & Supply , Khatra	Memo No- 3197/G dated 08/12/2021 Download the attachment for detailed information.	09/12/2021	16/12/2021 (except Sunday 12/12/2021)	Addl_DEO_Recruitment 3197/G DEO Recruitment

বাংলা :

বিজ্ঞপ্তি বিভাগ : ঘোষণা / দরপত্র / নিয়োগ / ঘটনাবলী/ আসন্ন ঘটনাবলী/

নাম	বিবরণ	শুরুর তারিখ	শেষ তারিখ	সংযুক্ত ফাইলের নাম
মহকুমা খাদ্য ও সরবরাহ দপ্তরে অতিরিক্ত DEO নিয়োগ এর বিজ্ঞপ্তি	মেমো নং-- 3197/G তারিখ- 08/12/2021 বিস্তারিত তথ্যের জন্য সংযুক্তিটি ডাউনলোড করুন।	09/12/2021	16/12/2021 (except Sunday 12/12/2021)	অতিরিক্ত DEO নিয়োগ 3197/G DEO নিয়োগ