Government of West Bengal
Office of the Sub-Divisional Officer
Bishnupur, Bankura, Pin-722122
Phone: (03244)-252055

Memo No: 03/Con

Dated: 03.01.2022

NOTIFICATION

In pursuance of Memo No.2384(3)/DCFS/BNK/21 Dated. 01.12.21 of Additional District Magistrate (Dev), Bankura, applications in prescribed format are hereby invited from Indian citizens and permanent resident of Bankura District for **engagement in the post of Temporary Additional Data Entry Operator on purely temporary and contractual basis upto 30-04-2022** for office of the (i) Sub-Divisional Controller, Food & Supplies, Government of West Bengal, Bishnupur, Bankura, (ii) Office of the Area-Inspector, Food & Supplies, Government of West Bengal, Bishnupur Municipality and (iii) Office of the Area-Inspector, Food & Supplies, Government of West Bengal, Sonamukhi Municipality for Life Cycle Management, Paddy Procurement Operation and other regular establishment works under above mentioned three offices.

Eligible candidates shall be required to apply **within closing date i.e. <u>14.01.2022 up to 05:00 pm</u>.** The relevant particulars like post, qualification, age limit, monthly remuneration and vacancy position are stated in the following **Table-A.**

Table-A

Sl. No.	Name of the Post	No. of Vacancies	Age as on 01.01.2021	Qualification	Consolidated Remuneration
1	Data Entry Operator	Three (03)	Age not more than **40 Years** as on 01.01.2021 (Born not earlier than 02.01.1981)	Graduation with Certificate in Computer Application.	Rs. 13,000/- (Rupees thirteen thousand)

Candidates must go through the instruction thoroughly and carefully before submitting application. Any omission/ suppression of information shall lead to rejection of application or candidature at any point of time during the engagement process without further intimation. The condition so prescribed shall not be relaxed. Selection will be made through open competitive examination to be conducted by the Sub-Division Level Selection Committee. Application procedure and stages of selection are detailed below:

1) **Self-attested photocopies of following documents are to be submitted with prescribed application Form:**
   A) Self-attested photocopy of proof of identity viz. Aadhaar Card/ EPIC/ Driving License etc.
   B) Self-attested photocopy of proof of age viz. Madhyamik Admit Card.
   C) Self-attested photocopy of proof of residence viz. Aadhaar Card/ EPIC.
   D) Self-attested photocopy of documents in support of requisite academic qualification from a recognised University/ Institution as mentioned in 'Table-A' above.
   E) Self-attested photocopy of certificate in Computer Application.

2) **One candidate should apply for the post by a single application only in the prescribed format and attaching required documents. Multiple applications by any applicant shall summarily be rejected.**

3) **Qualification as stated in the Table-A must be possessed by the candidate on or before the publication of the advertisement. If it is found during verification of testimonials at any stage that candidate has acquired qualification as stated above at any date after publication of this advertisement, his/ her candidature shall be summarily rejected.**

4) All columns of the application Form are to be filled in.

5) In case of regular/ contractual employee, NOC from current employer is required.

6) **Stages of selection:**

   Stage-I: Computer typing test- Candidates must have ability to type **40 Words per Minute.** Assessment will be based on the number of words with correct spelling, typed within the stipulated time. It will be only qualifying round.
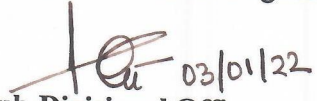   The qualified candidates will only get opportunity to appear at the Stage-II & Stage-III.

   Stage-II: Computer practical test- Qualified candidates will appear at Computer Practical test and allotted marks is 40. Candidates appearing at Stage-II will appear at Stage-III also.

   Stage-III: Interview- Allotted marks is 10.

   <u>**Gradation list will be prepared on the basis of marks obtained by the candidate at Stage-II & Stage –III, taken together.**</u>

7) Authority reserves the right to conduct the written test for all the post on a single date.

8) Admission to the examination will be purely provisional subject to verification at any later stage. That is, candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance in the examinations.

9) Information regarding **date, time and venue of Computer Typing Test (Stage-I), Computer Practical test (Stage-II), Interview (Stage-III)** will be notified in the official website of **DIO, NIC, Bankura (bankura.gov.in)** as well as at the Notice Board of a) Office of the Sub-Divisional Officer, Bishnupur, Bankura, b) Office of the District Controller, Food & Supplies, Bankura, c) Office of the Sub-Divisional Controller, Food & Supplies, Bishnupur, Bankura, d) Bishnupur Municipality e) Sonamukhi Municipality f) Office of the Area-Inspector, Food & Supplies, Bishnupur Municipality and g) office of the Area-Inspector, Food & Supplies, Sonamukhi Municipality.

10) Applications must be addressed to **"The Sub-Divisional Officer, Bishnupur Sub-Division, Bankura"** and submitted in sealed envelope at the Drop Box at Office of the Sub-Divisional Officer, Bishnupur Sub-Division, Bankura by hand or registered post and the same should reach within **14-01-2022 by 05:00 pm** positively. **Submission of application by any other means or delay in delivery after the above noted time by Postal Department will not be considered by the selection committee.** Applications received after last date and time of submission shall summarily be rejected.

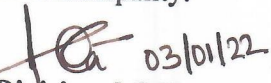11) It may be noted that the examination may be cancelled at any time due to exigencies without any prior intimation.

03/01/22

Sub-Divisional Officer
Bishnupur, Bankura
Dated: 03.01.2022

Memo No: 03 (25)/ Con

Copy forwarded for information and necessary action to:

1) The District Magistrate, Bankura.
2) The Additional District Magistrate (Dev), Bankura.
3) The Additional District Magistrate (ZP), Bankura Zilla Parishad
4) The District Controller (F&S), Bankura.
5) The DIO, NIC, Bankura with the request to upload this Notification in the District Portal for wide publicity.
6-7) The Chairperson, Bishnupur Municipality / Sonamukhi Municipality to display the notice at office notice board.
8) The Sub-Divisional Controller (F&S), Bishnupur, Bankura.
9-24) The Block Development Officer (All) under Bishnupur Sub Division to display the notice at office notice board.
25) The Area-Inspector (F&S), Bishnupur Municipality and Sonamukhi Municipality.

03/01/22

Sub-Divisional Officer
Bishnupur, Bankura

Application Form for Temporary Additional Data Entry Operator (DEO) under the Food and Supplies Department in Bishnupur Sub-Division

(Form should be filled in completely. In case of Non Applicability, write *'Not Applicable'* at the relevant point/para. Incomplete application/ without legible and valid attachment and if received after 5 pm of 14.01.2022, shall be summarily rejected)

In pursuance of Memo No.2384(3)/DCFS/BNK/21 Dated. 01.12.21 of Additional District Magistrate (Dev), Bankura and Memo No.03/Con of Dated.03.01.2022 of Sub Divisional Officer Bishnupur , I am willingly to apply for the same and my detailed particulars are given below:-

Post Applied for: **Temporary Additional Data Entry Operator (DEO)**

Please Paste self –attested recent Passport Size Photograph on it and sign

1. Applicant's Name(in full) _____
   (in Block Letter)

2. Date of Birth (DD/MM/YYYY) _____ / ____ / _____

3. Gender (Male/Female/3" Gender): _____   Marital Status: _____

4. Father's/Husband's Name:_____

5. Present Address: Village/Street_____

PO_____ PS_____

Dist._____ PIN _____

6. Permanent Address: Village/Streets_____

PO_____ PS _____

Dist._____ PIN _____

Mobile No._____Email ID: _____

7. Academic Qualifications (Madhyamik onwards):

Exams Passed	Board/ University	Subjects	Year of Passing	Marks obtained	Results/ Division	% of Marks

8. Details of qualification on Computer:

Exams Passed	Institution/University	Subjects	Year of Passing	Marks obtained	Results/Division	% of Marks/ Grade

Please attach self-attested photocopy with this application form (i) Madhyaniik Pariksha Admit Card (ii) EPIC Card/ Aadhaar Card as residential proof & (iii) Certificate on Computer Application (iv) Proof of Identity- Aadhar/ EPIC/ Driving License etc (v) Self attested photocopies of Academic Qualifications (v) Two copies of passport size photographs- 1 photograph to be pasted on this application form with signature. These documents to be attached along with filled in application form.

"I do hereby declare that all the statements furnished by me in the application are true, correct and complete to the best of my knowledge and belief. I also declare that my candidature is liable to be cancelled at any time during or after selection process in case any of my statement(s) is/are found to be false or incorrect. I shall abide by the decision of the Authority including action against me in the event of practicing any type of unfair means."

Date:

Place:

_____

Full Signature of the Applicant

Mobile No.:

Email ID:

WhatsApp No.: