

**Government of West Bengal  
Office of The District Magistrate, Darjeeling  
Treasury Department**

**Notification**

Application is hereby invited from eligible candidates for filling up of vacant Data Entry Operator (DEO) posts as follows:

Name of Treasury	No. of Vacant Posts
Darjeeling Treasury	1
Siliguri-I Treasury	1
Siliguri-II Treasury	2

The details of the notification is available in the official website: <https://darjeeling.gov.in> as well as in the Notice Board of DM Office, Darjeeling, SDO Office, Siliguri, Darjeeling Treasury Office, Siliguri-I Treasury Office & Siliguri-II Treasury Office.

**Last Date of submission of Application is 29/09/2022.**



Government of West Bengal  
Office of the District Magistrate, Darjeeling: 734101  
(Treasury Department)

Memo No.: 146/Tne

Notification

Date: 12/09/2022

Applications in prescribed format are invited for the following post on purely contractual basis in the Treasury Department for Darjeeling Treasury, Siliguri-I Treasury & Siliguri-II Treasury. Eligible candidates shall be required to apply on or before the closing date, i.e., 29/09/2022 in the prescribed application format so that the application reaches the office of the undersigned within specific date.

Sl. No.	Name of the Post	No. of Vacancy	Vacancy Office	Age limit as on 29/09/2022	Essential Qualification	Consolidated Pay
1	Data Entry Operator (D.E.O.)	04	Darjeeling Treasury Office. (1 Post) Siliguri-I Treasury Office. (1 Post) Siliguri-II Treasury Office. (2 Post)	18 - 40 Years	*Graduation in any discipline *O Level Certificate in Computer Application	Rs.11,000/- Per Month

Terms & Conditions:

- 1) The Posts are purely temporary & contractual. Initial appointment will be made for 1 Year. However, the service may be terminated giving 30 days notice from either side within the validity period of the contract.
- 2) Works related to treasury functions and other official work assigned from time to time to be performed as normal duty.
- 3) Applicant should be medically fit.
- 4) Selection will be made through Computer Test (35 Marks) & Viva-Voce Test (15 Marks). The final merit list will be prepared on the basis of total marks obtained in the Computer Test & Viva-Voce Test.
- 5) The short-listed candidates for Viva-Voce should bring the documents in original & self-attested photocopies.
- 6) **How to apply:** The candidates should apply in prescribed application format attached with this notification and submit in the assigned drop box at **Treasury Department in The Office of the District Magistrate, Darjeeling, Lebong Cart Rd., within the last date of submission of application by hand, or by post. (Detailed Notification and Application form is also available in the District Website <https://darjeeling.gov.in>)**

Documents to be submitted with Application Form: (Self Attested Photocopy)

- i) **Age Proof:** Birth Certificate / Class X Admit Card.
- ii) **Residential proof:** EPIC/ AADHAR Card/ Ration Card/ Gas Book/ Electric Bill.
- iii) **Academic & Computer Qualification:** Self attested\*copy of Academic & Computer Qualification for the post as mentioned.
- iv) **Experience Certificate (if any):** Self attested copies of Experience Certificate from appropriate authority as mentioned.
- v) Two self-addressed envelopes with requisite stamp are submitted with the application form.
- vi) Two passport size photo duly signed by the candidate.

**Closing Date for the submission of Application: by 5 pm on 29/09/2022.**

  
District Magistrate & Chairman  
Selection Committee, Treasury Department

**APPLICATION FORM FOR CONTRACTUAL RECRUITMENT OF DATA ENTRY OPERATOR IN TREASURY DEPARTMENT, FOR DARJEELING TREASURY, SILIGURI-I TREASURY & SILIGURI-II TREASURY**

(Form should be filled in with ball pointed pen only in own handwriting. Incomplete form without attached documents and form not delivered in due time are liable to rejection)

In reference to the Notice Dated: \_\_\_\_\_ I am willing to apply for the Post of: **Data Entry Operator**  
And for the same and my details particulars are given below.

Recent Coloured  
Passport size  
photograph to be  
pasted and duly  
signed by the  
applicant. One  
extra photo to be  
attached

1. Applicant's Name: \_\_\_\_\_  
(in block letters)

2. Date Of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age as on 29/09/2022: (D)\_\_\_\_(M)\_\_\_\_(Y)\_\_\_\_

3. Gender (Male / Female / Others): \_\_\_\_\_ Marital Status: \_\_\_\_\_

4. Father's / Husband's Name: \_\_\_\_\_

5. Address for Correspondence: Village / Street \_\_\_\_\_

P.O.: \_\_\_\_\_ P.S.: \_\_\_\_\_

District: \_\_\_\_\_ PIN: \_\_\_\_\_

6. Permanent Address: Village / Street \_\_\_\_\_

P.O.: \_\_\_\_\_ P.S.: \_\_\_\_\_

District: \_\_\_\_\_ PIN: \_\_\_\_\_

Email id \_\_\_\_\_

**7. Educational Qualifications:**

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

**8. Details of Work Experiences (if any):**

Sl. No.	Name of Organization / Institution	Post	Period ( From – To)

**9. Details of Computer Knowledge / Qualifications:**

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

Enclose self-attested photocopies of all proofs in respect of Sl. No.01 to 09 must be attached along with two self-addressed envelopes and one passport sized photograph.

"I hereby declare that all the statements made by me in the application are true, correct and complete to the best of my knowledge and belief. I also declare that in case my statement found is false or incorrect during any stage of recruitment and thereafter, I shall abide by the decision of the authority including cancellation of my candidature or appointment under the extant of rules."

DATE:

PLACE:

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Full Signature of the applicant