Labour Department
Government of West Bengal
Employment Notice

Applications are invited to engage **123 Clerks with Knowledge of Computer Operation** by the Labour Commissionerate, West Bengal, on contract basis throughout West Bengal at **123** Labour Welfare Facilitation Centres. District wise break-up of posts are as follows :

District	No. of Labour Welfare Facilitation Centres					
	Gen.	S. C.	S. T.	O. B. C. 'A'	O. B. C. 'B'	Total
Alipurduar	3	*	1	*	*	4
Bankura	3	2	*	*	1	6
Birbhum	2	*	1	*	*	3
Burdwan	3	1	*	1	*	5
CoochBehar	1	1	*	1	1	4
Darjeeling	2	1	*	*	*	3
Dakshin Dinajpur	2	*	*	*	*	2
East Midnapore	7	3	*	1	2	13
Hooghly	9	4	1	2	1	17
Howrah	1	1	*	*	*	2
Jalpaiguri	*	1	*	*	*	1
Kolkata	2	1	*	*	*	3
Maldah	3	2	*	*	1	6
Murshidabad	4	1	1	1	1	8
North 24 Pgs.	8	3	1	2	*	14
Nadia	2	1	*	*	*	3
Purulia	4	1	*	*	*	5
South 24 Pgs.	6	2	1	1	2	12
Uttar Dinajpur	1	1	*	1	*	3
West Midnapore	4	2	1	2	*	9

1. Name of the Post: Clerk with Knowledge of Computer Operation.

2. Qualification and experience : The candidate shall **a**) Be a citizen of India as defined in part II of the Constitution of India. **b**) Have passed the Madhyamik or its equivalent examination from any recognized University or Board or Council in India; **c**) Have atleast Six months' formal training in Computer Basics from any Institute recognized by the State Government or the Central Government or State Council of Technical Education or All India Council of Technical Education (AICTE) ; **d**) Have a minimum speed of data entry of 6000 key depressions per hour;

3. Age : Not more than 37 years of age on the 1st day of January 2014 subject to the provisions of the West Bengal Service (Raising of age limit). The age limit is relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and Exempted Categories (EC) Candidates under the orders of the Government as may be issued in this behalf from time to time.

4. Consolidated salary : Fixed consolidated initial basic pay of erstwhile Scale No. 6 (ROPA, 1998) i.e. Rs. 8840/- in the revised pay structure (ROPA, 2009) plus dearness allowance on the date of engagement.

5. Job Responsibilities: To assist in the implementation of various programmes / schemes for organized and unorganized workers and to perform other duties or tasks as may be assigned by the head of office from time to time.

6. Application Procedure : Application should be submitted to the concerned R.L.O. situated at District Headquarters in the case of districts and at Labour Commissionerate, E.L. & M. W. Section, 3rd Floor, 6, Church lane, Kol.-1 or State Labour Institute, Maniktala, Kolkata- 54 for Kolkata.

7. Date of Examination : The date of the examination will be informed individually to the shortlisted candidates.

8. Last date of submission of the application : 15. 9. 2014.

9. Enclosures : Attested copies of the testimonials in support of (i) Date of Birth (ii) Qualifications(both academic & computer operation) & others, if any, (iii) certificate in support of SC/ST/OBC and **(iv) Two copies of Passport size photos duly signed by the candidate of which one should be pasted on the application and other should be enclosed.**

10. Selection Procedure : Selection will be made on the basis of a) Marks obtained in Madhyamik, b) Computer operation knowledge and c) Interview. Shorlisting of candidates will be done on the basis of marks obtained in the Madhyamik or equivalent examinations.

Application Format

Application for the post of Clerks with Knowledge of Computer Operation (C. K. C. O.) on contract basis at the Labour Commissionerate, West Bengal	Photograph of the applicant duly signed across

1. Name :	
2. Father's Name :	
3. Address :	
4. Date of Birth :	
(Attach attested photo-copy of the admit card of Madhyamik or equivalent examination.)	
5. Academic Qualifications :	
Name of the Examination passed (Madhyamik or equivalent):	
Year of passing :	
Name of the Board :	
Marks obtained in toatal :	
Percentage of the Marks obtained in total :	
(Attach attested photo-copy of the Marksheet)	
6. Qualification regarding Computer Operation :	
(Attach attested photo-copy of the certificate)	
7. Experience if any :	

8. Whether belonging to :	GENERAL	SC	ST	OBC 'A'	OBC 'B'

(Mark the appropriate Box and attach attested photo copy of the cast certificate)

Date :

Signature of the Applicant