No.: _755 /BCW/CB_   Dated: 18.08.2017_

RECRUITMENT NOTICE

Online applications are hereby invited from **the Eligible Candidates** for the post of **05 (five) Data Entry Operators in Backward Classes Welfare Department, Cooch Behar**. The vacancies are as follows:-

UR	SC	ST	OBC-A	Total
02	01	01	01	05

The engagement shall be purely temporary on contractual basis for a period of 01 (one year) only. The contract may be renewed on yearly basis by the Backward Classes Welfare Department as per requirement on satisfactory performance of the Data Entry Operator. The Data Entry Operators will be entitled to a consolidated monthly remuneration of Rs.11,000/- (Rupees eleven thousand) only per month based on his/her performance and attendance in that month.

1. **Educational Qualification:** The minimum qualification for being considered for engagement as a Data Entry Operator is possession of a **Degree in Graduation from a recognised University along with at least 6(six) months Certificate in Computer Applications from a reputed Institute.**
2. **Age:** The age of the applicant should be between **21-40** years as on 01.08.2017 (Age relaxation is applicable for SC/ST/OBC/EC candidates as per Government rules).
3. **Selection Procedure:** The selection of Data Entry Operator will be made on the basis of Merit List prepared on the basis of results of selection test comprising of Written Examination (50 marks) followed by Trade Test (35 marks) and Interview (15 marks).
4. **Process of Application:** The desired candidate may apply through 'Online' only in following website of Cooch Behar district *i.e. www.coochbehar.gov.in or http://bcw.dmcoochbehar.in*

Last date of submitting application (online only): 03.09.2017 upto 5 P.M.
The date & venue of the written examination will be intimated with the admit card.
The eligible candidates will have to download the admit card from the above website only on & from 07.09.2017.
One candidate can submit one application only. Incomplete application will be summarily rejected.

The list of enclosures to be uploaded with online application and their maximum size are as follows:-
    i) Proof of residence (100kb to 250kb in JPEG/JPG format)
    ii) Proof of age (100kb to 250kb in JPEG/JPG format)
    iii) Qualification Certificate (100kb to 250kb in JPEG/JPG format)
    iv) Experience Certificate if any (Total 100kb to 250kb in JPEG/JPG format for 5 Certificates)
    v) Caste Certificate (100kb to 250kb in JPEG/JPG format)
    vi) Photograph (Passport size 50kb in JPEG/JPG format)
    vii) Signature (20kb in JPEG/JPG format)

18/8/2017
Member Secretary of Selection Committee &
District Welfare Officer,
Backward Classes Welfare, Cooch Behar

Memo No.: 755 (9)/BCW/CB_   Dated: 18/08/2017_
Copy forwarded for kind information to:
    1. The Commissioner, Backward Classes Welfare & Tribal Dev Directorate, 8, Lyons Range, Kolkata-700 001,
    2. The District Magistrate, Cooch Behar.
    3-7. S.D.O., All Sub-Divisions, Cooch Behar.
    8. DIO, NIC, Cooch Behar, with the request to upload the Notice in the regular website of Cooch Behar District.
    9. The District Information & Cultural Officer, Cooch Behar with a request to publish in two newspapers (one English & one Bengali) having wide circulation.

18/8/2017
Member Secretary of Selection Committee &
District Welfare Officer,
Backward Classes Welfare, Cooch Behar