



Government of West Bengal
Office of the Project Officer-cum-District Welfare Officer
Backward Classes Welfare, Birbhum
Administrative Building, 2nd Floor, Suri, Birbhum.

Memo. No. W/45/BCW/Birb.Dated: 24.8.2017.**NOTICE**

Applications are invited in the prescribed format at the District's website at www.birbhum.gov.in from eligible candidates for engagement to the post of Data Entry Operator on contractual basis for implementation of various e-Governance Project under the BCW & TD Department, West Bengal.

Name of Post	Monthly Remuneration	No. Of Vacancy	Reservation
Data Entry Operator (Contractual)	Rs. 11,000/- per month (Consolidated)	04	SC-1, UR-1, UR(EC)-1, ST-1

- Age : Not below the age of 18 years and not more than 40 years as on 01.01.2017.
- Essential Qualification : Degree in Graduation with Certificate in Computer Application.
- Desirable : Experience in working in Government Sector (if any)
- Recruitment Procedure : The selection of Data Entry Operators will be made strictly on the basis of Merit List prepared on the basis of results of Selection Test comprising of Written Examination (50 Marks, objective MCQ type, basically to test the candidate's competency in computer). Trade test (35 Marks) and Interview (15 Marks).
- Tenure of Service : The engagement shall be purely temporary on contractual basis for period of one (1) year only. The renewal of the post will be guided by the G.O. No.1774-BCW/SE-04/2014, Dated 29.05.2017.
- Last date of application : All application must be submitted along with requisite documents in sealed envelope super scribed with "Application for the post of Data Entry Operators on Contractual Basis" through Registered Post/Speed Post / Normal Post / Courier addressed to the "P.O.-cum-DWO, BCW, Birbhum, Administrative Building, 2nd Floor, Room No.- 301, Suri, Birbhum, PIN-731101" No application submitted by hand or by any other means will be accepted. Closing date of application receiving in the office of the P.O.-cum-DWO, BCW, Birbhum is 08/09/2017 (5:00 P.M.).

The candidates are advised to follow the District Website www.birbhum.gov.in closely. All the information related to selection process will be uploaded in the district website from time to time.

Enclosure to submitted along with application :

- Proof of resident : Self attested copy of Voter ID card/ Aadhaar/ Passport.
- Proof of Age : Self attested copy of Admit Card of Madhyamik Pariksha or equivalent exam./ Birth Certificate.
- Qualification : Self attested copy of certificate in support of essential qualification.
- Experience : Self attested copy of certificate in support of experience (if any).
- Photograph : Recent Passport size Self attested Photograph of the applicant on the space in the format.
- Proof of Caste for reserved category : Self attested photo copy of caste certificate issued by the competent authority.

[Signature]
Project Officer-cum-District Welfare Officer
Backward Classes Welfare
Birbhum

Dated: 24.08.2017.Memo. No. W/45/0/27/BCW/Birb.

Copy forwarded for information to:-

- The Sabhadhipati, Birbhum Zilla Parishad, Birbhum.
- The District Magistrate, Birbhum.
- The Additional District Magistrate (Gen.), Birbhum.
- The Sub-Divisional Officer, Suri(Sadar) / Rampurhat / Bolpur Sub-Division, Birbhum.
- The District Informatics Officer, NIC, Birbhum with a request to publish the notice in the official website of the District Magistrate, Birbhum.
- The District Information & Cultural Officer, Birbhum.
- The Block Development Officer (All) Dev. Block, Birbhum.
- The Head Clerk, BCW, Birbhum.

[Signature]
Project Officer-cum-District Welfare Officer
Backward Classes Welfare
Birbhum



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Backward Classes Welfare, Birbhum
 Administrative Building, 2nd Floor, Suri, Birbhum.

Application for the post of Data Entry Operator (Contractual)

Photo

Personal Details :

Name in block letter																
Father's Name																
Date of Birth										Contact No.						
	D	D	M	M	Y	Y	Y	Y	Y							
Email ID										Address						

Post Office

Police Station

District

PIN

Gender

Category

UR		UR(EC)		SC		ST	
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Qualification Details

Please enter qualification details

Examination	Board / University	Year of Passing	Percentage
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Professional Qualification (If any)

Experience (If any)

Signature of the Applicant

Enco:-