



Government of West Bengal
Office of the District Magistrate, Nadia
(Backward Classes Welfare)
Administrative Building
P.O.-Krishnagar, Dist.-Nadia, Pin-741101

Memo. No. 1351 /BCWN

Dated : 18/08/17.

NOTIFICATION

Applications are hereby invited from the eligible bonafide Indian Citizen for 5 (five) nos. Posts of Data Entry Operators in District and Sub-Divisional Headquarters towards implementation of various e-governance projects in Backward Classes Welfare Department.

- 1) Qualification : The minimum qualification for engagement of Data Entry Operator is possession of **a degree in Graduation with Certificate in Computer Application Course of Minimum one year.**
- 2) Age : The upper age limit should be **40 years as on 01.01.2017 in accordance with Finance Department Notification No. 875-F(P), Dt. 13.02.2017**
- 3) Remuneration : The Data Entry Operator will be entitled to a consolidated monthly and Other Benefits Remuneration of Rs. 11,000/- and as per guideline laid down in memo.no. 2177-BCW/5E-14/2016, Dt. 27.06.2017 & No. 1774-BCW/5E-04/2014, Dt. 29.05.2017
- 4) Tenure : The engagement shall be purely temporary on contractual basis for 1 (One) year and likely to be renewed on satisfactory performance and Attendance and as per guideline laid down in memo.no. 2177-BCW/5E-14/2016, Dt. 27.06.2017 & No. 1774-BCW/5E-04/2014, Dt. 29.05.2017
- 5) Mode of Recruitment : The selection will be made strictly on Merit list to be prepared on the basis of results of selection test comprising of **written Examination (50 marks, Objective type, OMR sheet based Examination basically to test candidate's competency in computer), Trade test (30 Marks) and interview (20 Marks). Only short listed qualified candidates of written examination will be allowed to appear in Trade test & Interview.**
- 6) Reservation : Reservation shall be maintained as per rule and category of posts are like wise UR-03, SC-01, ST-01
- 7) Mode of Application : The candidates are advised to submit their application in plain paper as per prescribed format alongwith the following enclosures on and from 21.08.2017 to 04.09.2017 in between 11.00 a.m. to 3.00 p.m. during office days in an envelope superscribing-**"Application for the post of Data Entry Operator (DEO) on contractual and temporary basis in Backward Classes Welfare Department, Nadia"** and to fill up the enclosed **acknowledgment slip and to collect the same at the time of submission of application.** No application will be received after 3.00 P.M. on 04.09.2017. The application shall be submitted in the office of the District Welfare Officer, Backward Classes Welfare, Nadia as per aforementioned schedule & time.

One extra copy of photograph duly signed in full by the applicant in back portion should be enclosed separately with the application form

Application submitted without photograph and other necessary self attested photo copies of the certificates in support of identity, educational qualification, age, experience etc. will be summarily rejected. Incomplete applications will be rejected.

The date and time of issue of Admit Card will be informed later through a notice in the District website of Nadia – www.nadia.gov.in and during issue of admit card the acknowledgment slip in original shall be produced.

8) Last date of Application : **Last Date of submission of Application is on 04.09.2017 up to 3.00 p.m.**


No modification is allowed after submission of the application form. If any discrepancies are found between the information provided in the application form and information from the photocopies/original copies of the certificates/data furnished at the time of interview, his/her candidature will be rejected.

The applicant shall have to produce all original certificates of Identity, education qualification, age, experience etc for verification as & when asked for, by the Selection Committee.

The Chairman of the Selection Committee has the sole right to reject any or all of the applications without assigning any reason thereof.

Enclosures :

- i) Proof of residence issued by Councillor/Pradhan/Member Zilla Parishad/Sabhapti/Sabhadhipati/MLA/MP/Group-A officer of State Govt. with voter ID.
- ii) Age Proof and Educational Qualification Certificates.
- iii) Certificate in Computer Application Course of Minimum one year.
- iv) Experience Certificate, if any, in computer related work.
- v) Copy of recent Passport size Photograph, which should be pasted in application format & also One extra copy of photograph duly signed in full by the applicant in back portion of the photograph.
- vi) Caste Certificate issued by competent authority.



18/08/17
Additional District Magistrate (Dev.),
Nadia

Memo. No. 1357 /BCWN

Dated : 18/08/17.

Copy forwarded for information and wide publicity to :

- 1) The Principal Secretary to the Govt. of West Bengal, Backward Classes Welfare & Tribal Development Department, Administrative Building, DJ-4, Bidhannagar, Salt Lake City, Sector-II, Kolkata-91.
- 2) The Commissioner, Backward Classes Welfare & Tribal Development, 8, Lyons Range, Kolkata-700001.
- 3) The District Magistrate, Nadia
- 4) The Superintendent of Police, Nadia
- 7-10) The Sub-Divisional Officer (All), Nadia
- 11) The District Welfare Officer, Backward Classes Welfare & Tribal Department, Nadia
- 12) The DIO,NIC, Nadia with a request to publish the notice in the District website.


18/08/17
Additional District Magistrate (Dev.),
Nadia

**Application for Data Entry Operator (DEO), on Contractual and Temporary basis in Backward Classes
Welfare of Nadia District**

Reference Notification No. 1351/BCWN Dated : 18.08.2017

To
The Additional District Magistrate (Dev.), Nadia
&
Chairman, Selection Committee, Nadia
Krishnagar, Nadia
Pin-741101

Paste a recent
passport size
photograph

Sir,

I beg to apply for the post of DEO on contractual and temporary basis in the Backward Classes of Nadia District.

My particulars are furnished below :

1. Full Name (in Block Letters) :
2. Name of the Father/Husband/
Guardian :
3. Date of Birth :
4. Sex :
5. Nationality :
6. Permanent Address :

7. Present Address :

8. Category (GEN./SC/ST/OBC-A/OBC-B) :
9. Physically Handicapped (Yes/No) :
10. Education Qualification :

Sl. No.	Name of the Examination	Total Marks of Examination	Marks Obtained	% of marks
1	MP (10 th Level)			
2	HS (10+2)			
3	Graduation Level			

11. Computer application Certificate of Minimum One Year (Yes/No) :
12. Experience, if any :
13. Mobile No. : 13a) Email Id if any :

Declaration

I, Sri/Smt. _____ herby declare that

- (a) all statements made in this application are true, complete & correct to the best of my knowledge & belief & in the event of any information being found false, my candidature is liable to be cancelled.
- (b) I have applied for the post of Data Entry Operator
- (c) Only for candidates engaged under (Govt./PSU), I have obtained no objection certificate from my authority in writing.
*(Strike out the portion(c), if no applicable.

Date :

Yours faithfully,

Place :

(Signature of the Applicant)

Enclosure :

- i) Proof of Residents.
- ii) Admit Card of Madhyamik for age-proof.
- iii) Mark sheets of all educational qualification up to Graduate Level.
- iv) Certificate of Computer Application of Minimum One Year.
- v) Experience certificate in computer related work.
- vi) Extra Photograph to be signed by applicant in back portion.
- vii) Caste Certificate issued by competent Authority.

**Government of West Bengal
Backward Classes Welfare Department, Nadia
Application for Selection of Data Entry Operator
Acknowledgement Slip**

*Application Serial No	
**Name of Applicant	
**Father's/Husband's /Guardian's Name	
**Date of Submission of Application	
**Time of Submitting	

- N.B. : * To be filled by BCW,Nadia office only.
** Should be filled up by the Applicant.
** This Acknowledgement Slip shall be preserved for any future reference and for collecting admit card.