



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE AND DISTRICT COLLECTOR, ALIPURDUAR
DOORS KANYA (6th Floor), P.O- ALIPURDUAR COURT, DIST- ALIPURDUAR, PIN-736122.

NOTICE

Memo No. 114

Dated 03.09.2024

Applications are invited for engagement of 05 (five) Data Entry Operator in the offices of B.L&L.R.O . S.D.L&L.R.O and D.L& L.R.O in Alipurduar District vide Order No. 206-Estt/13099/11/19 Dt. 16.01.2024 on purely temporary and contractual basis. Professional fee /Remuneration (Consolidated) will be applicable as per the order of the Finance Deptt., Audit Branch, Govt. of West Bengal vide G.O.No. 5859-F(Y), Dtd.22.07.2013 of the Finance Department, Audit Branch, Govt. Of West Bengal and No.206-Estt/13099/11/19, dated. 16/01/2024 of the Secretary , L&LR and RR&R Dept. Govt. of West Bengal.

Sl. No.	Vacant Post / Designation	Minimum Qualification & Experience	Professional Fee per month
1	05 (five) Data Entry Operator	Graduate with Certificate in Computer application and proficiency in Microsoft Word, Excel and basic internet applications.	Rs. 13,000/-

General Instructions :-

1. The engagement is purely temporary and on contractual basis initially for a period of three years as a special case. Renewal beyond three years will be subject to satisfactory performance.
2. All the above mentioned qualification should be complete before the date of advertisement for the post.
3. Applicants must be **between 21 and 45 years old** and must be a permanent resident of Alipurduar District.
3. **Mode of Selection** : (i) Screening of documents, (ii) Computer Test, (iii) Interview
4. **Documents:** 1) EPIC 2) AADHAAR Card 3) Graduation Certificate/Final Marksheet 4) Two copies of recent Passport size photo 4) Certificate in Computer Application 5) Certificate regarding work experience, if any.
5. **Application:** The applicant must submit application in specified **Application Format** along with self-attested copies of all relevant documents as mentioned above to the Office of the District Magistrate & District Collector, Alipurduar , Dooars Kanya , Ground Floor, P.O- Alipurduar Court , Dist- Alipurduar , Pin – 736122 by **3 p.m. on 18.09.2024** through Registered Post / Speed Post / Courier /Hand . Token Receipt can be collected from this office till 3 p.m. on 18.09.2024. This office will not be responsible for postal delay.

After scrutiny, the names of the shortlisted candidates will be published in the District Website (www.alipurduar.gov.in) by **23.09.2024**. They will be informed via e-mail/SMS/Notice in the District Website regarding the dates and time of the Computer test and interview, which may tentatively be held between 25.09.2024 to 30.09.2024. Intending candidates must carry any Govt. Photo Identity Card (EPIC/ Adhaar etc.) during the time of Computer Test and Interview. No TA/DA is admissible.


District Magistrate & Collector
Alipurduar

Memo No. 114/1(7)

Dated 03.09.2024

Copy forwarded for kind information to:-

- 1) The Secretary & L.R.C , L & L.R. and R.R & R Deptt., Govt. Of West Bengal , NABANNA , 325, Sarat Chatterjee Road, P.S.- Shibpur , Howrah -711102
- 2) The D.L.R& S and Jt. L.R.C., West Bengal , 35, Gopal Nagar Road , Alipore, Kolkata-700027
- 3) The ADM & DL&LRO, Alipurduar.
- 4) The DIO, NIC, Alipurduar with request to publish the notice in the District Website. (Draft copy of Notice is enclosed).
- 5) The Dy. D.L & L.R.O , Alipurduar .
- 6) The D.I.C.O , Alipurduar for wide publication in at least two local News paper (One Bengali & One English).
- 7) Office Notice Board,

**District Magistrate & Collector
Alipurduar**

APPLICATION FOR SELECTION OF THE CONTRACTUAL POSTS OF DATA ENTRY OPERATOR(DEO)

(Candidate shall fill in the application form in CAPITALLETTER)

(Ref: Memo No. 114 Dated 03.09.2024)

1. Name(BLOCKLETTER): _____
2. Mother's/Spouse's Name: _____
3. Residential Address: _____

Affix your
recent colour
passport size
photograph
(self
attested)

4. Mobile No.:

--	--	--	--	--	--	--	--	--	--	--

5. Email ID : _____

6. Date of Birth: _____

7. Aadhaar/EPICNo.: _____

8. Educational Qualification:

Name of Examination	Year of Passing	Board/University	Total Marks	Marks obtained	Division/Class	% of Marks
Madhyamik/10 th Standard						
H.S./12 th Standard						
Graduation						

9. Certificate in Computer Application: _____

10. Work Experience (if any): _____

I do hereby undertake that the particulars furnished above are true to the best of my knowledge and belief. If any of the particulars supplied is found wrong at any stage of engagement, my candidature will be cancelled forthwith without assigning any reason thereof.

Date: _____

Place: _____

(Signature of the applicant)

N.B. Please attach self-attested documents: 1) EPIC 2) AADHAAR Card 3) Birth Certificate or Madhyamik Admit Card 4) Graduation Certificate/Final Marksheet 5) Two copies of recent Passport size photo 6) Certificate In Computer Application 7) Certificate regarding work experience, if any.

Last Date of submission: 18.09.2024