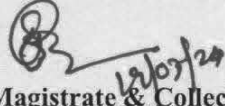


Government of West Bengal
Office of the District Magistrate & Collector, Birbhum
Establishment Section
Pin 731101

NOTICE

Application are invited form eligible qualified candidates for the post of 01 (One) vacant Data Entry Operator for Birbhum Treasury-II having minimum qualification in graduation with At least "O" level certificate in computer application from DOEAC(erstwhile) or from NIELIT. Higher qualification A/B/C level or Diploma Engineer with computer or IT, BCA/B.Tech/B.Sc(Hons.) in computer or equivalent between the age limit 18 years to 40 years as on 01/07/2024 as per G.O 2500-F(Y) dated 20/03/2015. Application format and other details are available from Establishment Section, Birbhum Colelctorate on any working day and also at District Website www.birbhum.gov.in. Application will be accepted from 23/07/2024 and the last date of submission of application form on 12/08/2024 at 04.00 P.M.


District Magistrate & Collector
Birbhum



Government of West Bengal
Office of the District Magistrate & Collector, Birbhum
Establishment Section

NOTIFICATION

Memo No 614/ESTH.

Date: 19/07/24

Application in sealed envelop is invited for the post of Data Entry Operator on purely Contractual and Temporary basis for Birbhum Treasury-II under Birbhum Collectorate (One Post Only) as per details given below.

Essential Qualification:

1. **Age:** 18 years to 40 years as on 01/07/2024.
2. **Education Qualification:** Minimum Graduation in any discipline from any Govt. / Govt. recognize university.
3. **Computer Qualification:** At least "O" level certificate in computer application from DOEAC(erstwhile) or from NIELIT. Higher qualification A/B/C level or Diploma Engineer with computer or IT, BCA/B.Tech/B.Sc(Hons.) in computer or equivalent is also allowed.
4. Experience in government sector shall be given preference.

Terms of Engagement:

1. **Tenure:** Purely on Contractual / Temporary basis for a period of 01 (one) year. This may be renewed, on satisfactory performance, by the Finance Department on recommendation of the District Magistrate by further period on 01 (One) year.
2. **Remuneration:** The consolidated remuneration will be 16,000/- per month with annual enhancement Rs. 600/- up to 05 yrs. fixed as per G.O 1875-F(P2) dated 17/04/2023 of the Secretary to the Govt. of West Bengal, Finance Department. Thereafter remuneration will be fixed every five years interval as per the aforesaid G.O.
3. **Termination Condition:** The engagement of DEO shall be terminate under following situations-
 - i.) expiry of contract period, if not renewed.
 - ii.) giving 30 days notice by either side within the validity period of contract.
 - iii.) insubordination & improper behavior, inefficiency, negligence, integrity, lack of confidentiality and etc.
4. **Role and Functions:** The role and function will be restricted to the following activities in any of the treasuries in Birbhum District:- (i) Bill receiving, (ii) Scroll Entry, (iii) Cheque delivery, (iv) Return memo generation, (v) Compilation work, (vi) P.P.O entry, (vii) advice entry of LF/PL, (viii) Sanction Order entry, (ix) Other data entry related work, as and when assigned by the concerned Treasury Officer.


19/07/24
District Magistrate
&
Collector

APPLICATION FORMAT

To
The District Magistrate & Collector,
Birbhum.

Affix passport
Size colour
photograph
duly signed by
the applicant

Sub: Application for the post of Data Entry Operator on contract basis for Birbhum Treasury-II,
Suri, Birbhum.
(Application must be typed written)

01. Name in full (in block letter) : _____
02. Father's Name / Husband's Name : _____
03. Postal Address (in details) : _____

_____ Pin

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

04. Educational Qualification : _____
(Self Attested copy of Marksheet / Certificate from
Govt. / Govt. recognized university)

05. Qualification of Computer : _____
(Self Attested copy of Marksheet / Certificate as
Per instruction no DT/O/8/C-2015/1273
dated 07/07/2015 of Finance Department and
notification of this vide memo no. 614/estt. dated 19/07/2024)

06. Date of Birth :

D	D	M	M	Y	Y	Y	Y

(Submit self attested copy of Birth Certificate
/ Admit Card of Madhyamik Or equivalent)
as age proof

07. Experience (if any in Govt. Sector) : _____

08. Mobile No

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

09. E-mail Id : _____

I do hereby declare that the information furnished above and documents attached in support are based on material records are true to the best of my knowledge and belief. I also declare that if any information and any documents is found to be false or incomplete my candidature is liable to be cancelled without any further intimation to me.

Date:

Full Signature of the Applicant

N.B.

- 1) Correct Mobile No. and E-mail Id must be submitted else admit card can not be sent.
- 2) Self attested copies of all documents must be submitted without which the application will be summarily rejected