



**Government of West Bengal**  
**Office of the District Magistrate & Collector, Nadia**  
**P.O. – Krishnagar, P.S. – Kotwali, Dist. – Nadia, Pin – 741101**  
**(Establishment Section)**

**NOTIFICATION**

Notification is hereby issued in terms of Memo No. 2500 F(Y) dated 20.03.2015 of the Principal Secretary, Finance Department, Government of West Bengal for engagement of Data Entry Operators on contractual and temporary basis under IFMS system for the under mentioned treasuries in the following scale against the vacancies in the Group- 'C' posts:

Sl. No.	Name of the Treasury	No. of post vacant for DEO	Consolidated Pay
1.	Krishnagar-I	01 (one)	Consolidated Pay at the rate of Rs 16,000/- per month subject to enhancement of Rs. 600/- per year during first 5 (Five) years and on completion of 5 years, consolidated Pay at the rate of Rs 20,000/- per month and yearly enhancement @ Rs. 700/- per year in terms of F.D.'s Memo No. 1875 F (P F(Y) dated 17/04/2023.
2.	Krishnagar-II	02 (Two)	
3.	Kalyani	01 (One)	
<b>TOTAL</b>		<b>04 (four)</b>	

**Eligibility :-**

- **Educational Qualification:** - Graduation in any branch with at least 'O' Level certificate in computer application from the Government Recognized Institutions.
- **Age:** - **Maximum** 40 years as on 01-01-2024.
- Applicant must be a resident of West Bengal.

**Selection Procedure:**

- (1) To be applied only through online to the District Magistrate, Nadia cum Chairman of District Level Selection Committee through the following website: <https://deorecruitmentexamnadia.com>
- (2) Examination will be held in three phases: (1) MCQ type written Test-70 marks (2) Computer Proficiency Test-20 marks (3) Interview cum personality test-10 marks.
- (3) Written test will be on following subjects: (i) General English-10 marks (ii) Numerical Ability-20 marks (iii) General Knowledge and Current Affairs-20 marks (iv) Computer Knowledge-20 marks

**Following self-attested photocopies of the documents are to be attached with the application: -**

- I. Admit Card of Madhyamik for age proof.
- II. EPIC for residential proof.
- III. Mark Sheets of all qualifications up to graduate level.
- IV. Certificate of Computer Application. (At least 'O' Level)
- V. Experience certificate in computer related work, if any.

- **Last date of Application: 31/03/2025**
- Twenty (20) candidates will be shortlisted based upon the marks of Written Test will be called for computer proficiency test & interview.
- Engagement shall be purely on contractual/ temporary basis for a period of (One) year. This can be renewed on satisfactory performance by the Finance Department on recommendation of the District Magistrate.

**Such engagement may also be terminated 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) Forthwith under insubordination & improper behaviour, inefficiency, negligence etc.

In case of any dispute arises, the decision of the District Magistrate, Nadia cum Chairman of District Level Selection Committee shall be final.



**District Magistrate, Nadia  
&  
Chairman of District Level Selection Committee**

Memo No. 124 (16) / Estt -

Dated: 17-03-2025

Copy forwarded for information to:-

- 1) The Joint secretary, to the Government of West Bengal, Finance Department, Audit Branch, Kolkata.
- 2) The DIO, NIC, Nadia with a request to upload the notification in the district website.
- 3-7) The Treasury Officer, Krishnagar-I/ Krishnagar-II/ Ranaghat/ Kalyani/ Tehatta, Nadia.
- 8-10) The Sub-Divisional Officer, Ranaghat/Kalyani/ Tehatta, Nadia.
- 11) The Deputy Director of Employment, Krishnagar to arrange for giving a notice in the Employment Bank.
- 12) CA/ PA to the District Magistrate, Nadia.
- 13-16) PA to the A.D.M. (G)/ A.D.M. (LR)/ A.D.M. (Dev.)/ A.D.M. (ZP), Nadia.



**District Magistrate, Nadia  
&  
Chairman of District Level Selection Committee**