



GOVT. OF WEST BENGAL
OFFICE OF THE DISTRICT CONTROLLER
FOOD & SUPPLIES JHARGRAM
ANANDA PALLY, JHARGRAM 721507

jhargramdefs@gmail.com

Memo No: 1847 /DCFS/JGM/2021

Date: 14.12.21

NOTIFICATION

As per approval of the District Authority & Order issued by the Food & Supplies Department Vide No-3575-FS/O/Sectt/IT-05/2014 (Part-I) Dated-08/10/2021 read with partial modification Order No-3577-FS/O/Sectt/IT-05/2014 (Part-I) Dated-10/10/2021, offline applications are invited from eligible candidates for engagement of **Additional Data Entry Operator** on **contractual hiring basis for a period of 06 (six) months** for ensuing prompt and time bound service under Duare Ration, Ration Card Life Cycle Management, Paddy Procurement and other establishment work.

The entire engagement will be followed as per eligibility criteria as laid down in Memorandum of Finance Department No-5859-F (Y) Dated-22/07/2013.

Eligibility Criteria:

- i. **Minimum Qualification:** Graduation with certificate in Computer Application.
- ii. **Minimum Age :** 18 years as on 08/10/2021.
- iii. **Ordinary Residence :** Jhargram District

The last date of submission of application is 21/12/2021 within 5:30 pm.

The Application and all enclosures should be submitted to the Office of the District Controller, Food & Supplies, Jhargram, At-Anandapally, P.O+ P.S+ Dist-Jhargram, Pin-721507 on any working day between 10:00 AM to 5:30 PM (except Govt. Holidays).

All concerned are requested to put up the notice at their respective notice board for awareness of the general public.

Encl- Specimen Copy of Application

Md. S.
14.12.21
District Controller (F&S), Jhargram
&
Ex-officio Deputy Director

14/12/21
Contd.....2

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Copy forwarded for kind information to:

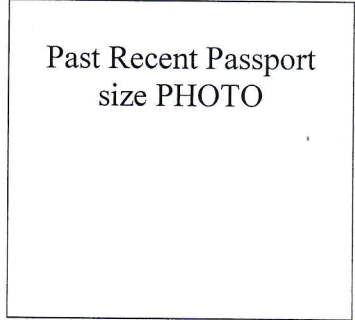
1. The Director, Dte. of DDP&S, Food & Supplies Deptt, 11/A, Mirza Ghalib Street, Kol-87.
2. The Additional Secretary (IT), Food & Supplies Deptt, 11/A, Mirza Ghalib Street, Kol-87.
3. The District Magistrate, Jhargram.
4. The Joint Secretary to the Govt. of West Bengal, Food & Supplies Deptt, 11/A, Mirza Ghalib Street, Kol-87.
- 5-8. The Additional District Magistrate (Gen. /Dev/ZP/ LR), Jhargram.
9. The Deputy Secretary to the Govt. of West Bengal, Food & Supplies Deptt, 11/A, Mirza Ghalib Street, Kol-87.
10. The Sub-Divisional Officer, Jhargram.
11. The Sub-Divisional Controller (F&S), Jhargram.
12. The Executive Officer, Jhargram Municipality.
- 13-20. The Block Development Officer (All) _____
21. The DIO, NIC, Jhargram. He is requested to upload the Notice in district website.
22. The DICO to publish abridged advertisement in local newspaper.

M. S.
14.12.21
District Controller (F&S), Jhargram
&
Ex-officio Deputy Director

14/12/21

APPLICATION FOR ADDITIONAL DATA ENTRY OPERATOR (Addl DEO) CONTRACTUAL HIRING BASIS
Candidate shall fill in the application form in CAPITAL LETTER.

1. Name (BLOCK LETTER) : _____
2. Father / Husband's Name : _____
3. Residential Address : _____
4. Mobile No: _____
5. Date of Birth : _____
6. Aadhaar / EPIC No. _____
7. 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						

8. Certificate of Computer Course: _____
9. Experience (if any related to the post): _____

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)

Enclosed :- Self Attested Copies of

- (i) Aadhaar or EPIC as proof of address & age.
- (ii) Class - X Board Mark sheet.
- (iii) Class - XII Board Mark sheet
- (iv) All Marks sheets for Graduation.
- (v) Copy of Computer Course Certificate + Mark sheet if any.

Last Date of Submission of Application: 21/12/2021 within 5:30 PM.