



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR  
PASCHIM MEDINIPUR DISTRICT. MIDNAPORE-721 101  
SOCIAL WELFARE SECTION

Ph.: 03222 265996

Email: pmdswo@gmail.com

MEMO No.: 86 /SW

DATE: 23 / 02 /2023

**NOTICE INVITING APPLICATIONS**

Applications are invited in prescribed format attached herewith (Annexure-A) from the eligible candidates for the post of **Data Entry Operator, Rupashree Prakalpa, under DPMU, Social Welfare Section, Paschim Medinipur** on purely contractual basis. The last date for submission of the application form is up to 5.30 P.M. of 03.03.2023. Applications should only be submitted in drop box kept at Office of the District Magistrate, Paschim Medinipur.

Sl. No.	Name of the Post	No. of Post	Age (As on date of advertisement)	Educational Qualification (Minimum)	Consolidated Remuneration (Pay per month)
1.	Data Entry Operator, Rupashree Prakalpa	01 (Ex-serviceman, Group-C)	Below 40 Years.	1. Graduate in any discipline. 2. Working Knowledge of Computer and ability to work in MS Office. 3. Packages (MS Word, MS Excel, MS Power Point). Must have typing Speed 30 wpm. 4. Persons having typing speed below 30 words per minute need not to apply for the post. 5. Minimum 1 Year of working experience in any Government or Non-Government Organisation.	Rs. 11000/-

**General guideline:**

- ❖ The applicant must have possessed the required qualification on or before the date of publication of this advertisement.
- ❖ Filled form of application with all relevant documents (xerox copy) should only be submitted at the drop box placed at Social Welfare Department, Office of the District Magistrate, Collectorate Compound, Midnapore, Paschim Medinipur.
- ❖ Sealed envelope containing application and documents must be enclosed with heading **“Post Applied For”**.
- ❖ Empty or incomplete applications will be rejected.
- ❖ Applications received through speed post, registered post, courier etc. will not be entertained.
- ❖ The selection will be made on the basis of Written Test & Viva-voce.
- ❖ The date, time & venue of the examination will be displayed in the district website ([www.paschimmedinipur.gov.in](http://www.paschimmedinipur.gov.in)) in due course.
- ❖ The no. of posts may vary than it is shown above.
- ❖ Mere application does not confer any right to be called for the examination and got selected for the post.

The shortlisted candidates for interview should bring the document in original and self-attested photocopies (for submission) in respect of identity proof, academic qualification, caste certificate, date of birth and experience certificate for verification.

Canvassing in any form is strictly prohibited and may result in cancellation of candidature.

The selection committee reserves the right in all circumstances for any modification required.

The authority reserves the right to reject any application without assigning any reason. The application may be rejected due to reason of a) Incomplete application, b) Age criteria, c) Required educational qualification, d) Without proper photograph & signature, e) Any other criteria required as per the advertisement etc. & f) Canvassing in any form.

Commencement of submission of application: **23.02.2023, 10:00 a.m.**

Closing date for submission of application: **03.03.2023, 05:30 p.m.**

*[Signature]* 23/02/2023.

Additional District Magistrate (Dev.)  
Paschim Medinipur  
Additional District Magistrate (Development)  
Paschim Medinipur

MEMO No.: 86/1(29)/SW

DATE: 23/02/2023

Copy forwarded for information and publication on Notice Board to the:-

- 1) The Secretary to the Govt. of West Bengal, Department of Women & Child Development & Social Welfare, Bikash Bhavan, 10<sup>th</sup> Floor, Salt Lake, Kolkata – 700091.
- 2-4) The Sub-Divisional Officer, Medinipur Sadar/Kharagpur/Ghatal, Paschim Medinipur.
- 5-25) The Block Development Officer ..... (all), Paschim Medinipur.
- 26) The DIO (NIC), Paschim Medinipur is requested for publishing in the District Website.
- 27) The DICO, Paschim Medinipur is requested for publishing in 02 daily local newspapers.
- 28) The Secretary, Zilla Sainik Board, Paschim Medinipur.
- 29) CA to the District Magistrate, Paschim Medinipur with a request to bring it to the notice of the District Magistrate, Paschim Medinipur.

*[Signature]* 23/02/2023.

Additional District Magistrate (Dev.)  
Paschim Medinipur  
Additional District Magistrate (Development)  
Paschim Medinipur

## Application for the post of Data Entry Operator, Rupashree Prakalpa, Paschim Medinipur

Employment Notification No.:

To  
The District Magistrate  
Paschim Medinipur

Affix self  
attested recent  
passport size  
photograph

Name of post applied for \_\_\_\_\_

1. **Name of the applicant** (in Block letters): \_\_\_\_\_  
(Name as recorded in the Matriculation/Secondary Examination certificate)

2. **Father's / Husband's Name** : \_\_\_\_\_

3. **Category** : Ex-Serviceman

4. **Date of Birth** (dd/mm/yyyy) : \_\_\_\_\_  
(as recorded in the Matriculation/Secondary Examination certificate)

5. **Age as on 01/01/2023** : \_\_\_\_\_

6. **Address** : Vill / Street \_\_\_\_\_

P.O. \_\_\_\_\_, Block \_\_\_\_\_

P.S. \_\_\_\_\_, Dist \_\_\_\_\_

Pin Code \_\_\_\_\_, State \_\_\_\_\_

Mobile No \_\_\_\_\_, Email \_\_\_\_\_

7. **Sex:** \_\_\_\_\_, 8. **Religion** \_\_\_\_\_, 9. **Nationality** \_\_\_\_\_

10. **Educational Qualification**

Sl.No.	Examination Passed	Board/University/Institute	Year of passing	Total marks

11. **Computer knowledge** :

12. **Experience** (With certificate):

13. **Declarations**

I do hereby declare that (a) all statements made in this application are true, complete and correct (b) Original documents will be produced on demand (c) I agree to undergo the selection process on the condition that the Committee may cancel my candidature if I am found ineligible at any stage and (d) I am submitting only the application for the post mentioned above.

Date:

Place:

\_\_\_\_\_  
Signature of the candidate in full

**N.B.:**

- 1) No application will be received by hand or by post.
- 2) No application will be received after 5:30 p.m. on 03.03.2015
- 3) Attested copy of certificate / other documents should be enclosed in support of the information provided in the application.