

## **NOTICE**

Applications are invited for walk-in Interview from eligible candidates for engagement in the vacant post of 2 nos. **Data Entry Operators (DEO)** purely on contractual basis having, for 3(three) years period only, likely **not to be permanently posted** in future.

**i. Essential Qualification :** Class XII pass and a Certificate in Computer Operation along with field knowledge on agricultural developmental works in North Bengal preferably in Hill Areas, and

**ii. Desirable Qualification:** At least 5 (five) years continuous experience in Agricultural Data Collection ,Data Entry, Data Processing, and Report Preparation as proven by documents.

**Remuneration:** Consolidated Rs 15000/- per month inclusive all ( No T.A./ D.A, other allowances are admissible, but with admissible/ applicable deductions like Professional Tax, Employees Provident Fund, Income Tax, etc. if any).

**Last date of Submission of Applications :** All applications in given proforma available in the office of the undersigned/ District Website) to be submitted on or before 27.4.2023 upto 11 am to the address given hereunder by hand or by speed post only ( Postal delays will not be entertained):

**Office of the Deputy Director of Agriculture(Admn), Kalimpong,**

**Sailabash, 9<sup>th</sup> Mile, P, O.& Dist: Kalimpong PIN 734301.**

The **Walk-in Interview** will be held at the same address on 27.4.2023 from 2 pm. Onwards. Candidates have to appear in the interview along with all original copy of testimonials for verification.

**Deputy Director of Agriculture(Admn), Kalimpong**

**APPLICATION FORMAT FOR DATA ENTRY OPERATOR(DEO) UNDER PKVY**

Name of Cluster under which application is made for :.....

1. Name of the Applicant(in BLOCK letters)
2. Name of Father/Husband/Guardian
3. Full Postal Address with PIN CODE and P.S.
  
4. Age and Date of Birth as on 1.1.2023 (Proof to be enclosed)
5. Educational Qualification: (Proof to be enclosed. Please add rows if necessary)

Sl. No.	Name of Examination	Year of passing	Name of Institution	Subjects taken	Total Marks obtained	% Marks obtained	Division	Remarks
1.								
2.								

6. Professional Experience if any:
7. Contact No.( Mobilewith WhatsApp):
8. 12 Digit Adhaar No: \_\_\_\_\_ 10 Digit PAN: \_\_\_\_\_ EPIC No: \_\_\_\_\_

(Proof to be enclosed)

9. Bank Account details: (Please enclose copy of the first page of Bank Passbok)
  - i. Name :
  - ii. Type of Account
  - iii. Account Number
  - iv. IFSC Code

**DECLARATION**

I .....son/ daughter/wife of..... hereby declare that the information submitted above are true to the best of my knowledge and I hereby promise to serve for not more than three continuous years form the date of engagement as contractual person as per rules and norms of the Government, and by no means demand for any kind of permanent employment in the AgricultureDepartment in future unless allowed by the Auhority.

Place:

Date:

Full Signature of Applicant