



Government Of West Bengal
Office Of the District Magistrate & Collector
Dakshin Dinajpur: Balurghat
(District Project Management Unit, Rupashree Prakalpa)

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No. - 43 /RP/DD

Dated - 19/09/2023

Advertising Notice

Contractual recruitment for the post of Data Entry Operator (02) at District Project Management Unit, Rupashree Prakalpa.

Application (in the enclosed format) are here by invited from the eligible candidates/retired Govt. employees for the recruitment to the post of Data Entry Operator (02) on contractual basis.

Online application are invited through the District Website "<https://recruitmentdd.in>" from the eligible candidates for engagement of Post Purely Contractual Basis from 20.09.2023 to 05.10.2023.

The candidates must submit their application through online only. Application form not purely filled in or incomplete is liable to be cancelled.

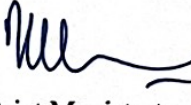
Relevant important information for the post of **Data Entry Operator**:

Name of the post	Data Entry Operator
No. of Vacancy	02 (Two)
Residential Criteria	Has to be a permanent resident of Dakshin Dinajpur
Category	1. Schedule Caste (Ex-Serviceman in Group-C Post- (1) 2. Unreserved (Persons with Disability)- (1)
Office	District Project Management Unit, Rupashree Prakalpa.
Age	Not more than 40 years (5 years relaxation for SC Candidates) as on 01.01.2023.
Essential Qualification & Experience	Graduate in any discipline, working knowledge of Computer and ability to work in MS Office Packages (MS Word, MS Excel, MS Power Point). Must have typing speed 30wpm. Minimum 1 year of working experience in any Government or Non-Government Organization.
Job Responsibility	To do the work of data entry, report preparation and compilation etc.
Remuneration	Rs. 11,000/- per month (Consolidate)
Tenure of service	On yearly contract

The eligible candidates for the post of Data Entry Operator have to appear for these three stages:

- **Written Test having weightage of 40 marks (General Knowledge and Current Affairs, General Mental Ability, Arithmetic and English)**
- **Computer Test having weightage of 50 marks**
- **Personality Test having weightage of 10 marks**

Encl: The Application Format (One Sheet)



 19.9.23
 District Magistrate
 Dakshin Dinajpur

No. – 43 /1(21)/RP/DD

Dated – 19/09/2023

Copy forwarded for information taking necessary to: -

- 1) The Secretary, to the Govt. of West Bengal, Woman & Child Development and Social Welfare Department.
- 2) The Additional District Magistrate (Social Welfare), Dakshin Dinajpur.
- 3) State Project Manager, Kanyashree /Rupashree Prakalpa, Govt. of West Bengal, with a request to published it on the Department website, wbcdwds.gov.in
- 4-5) The Sub-Divisional Officer, Balurghat (Sadar)/ Gangarampur at Buniadpur for publicity
- 6) The District Project Manager, Rupashree Prakalpa, Dakshin Dinajpur
- 7) The Officer-in-Charge, Examination, Dakshin Dinajpur
- 8-15) The Block Development Officer, Balurghat/ Hili/ Kumarganj/ Tapan/ Gangarampur/ Bansihari/ Harirampur/ Kushmandi Development for publicity
- 16) The District Informatics Officer, NIC, Dakshin Dinajpur with request to upload the advertisement and prescribed application format (enclosed) on the District Website.
- 17) The District Social Welfare Officer, Dakshin Dinajpur.
- 18) The District Information & Cultural Officer, Dakshin Dinajpur-with a request to publish the Recruitment Advertisement Notice in Uttar Banga Sambad and The Statesmen (Malda Edition), and also on the website of your Department, 'Banglar Mukh'.
- 19) The C.A. to the District Magistrate, Dakshin Dinajpur.
- 20) The C.A. to the Additional District Magistrate, Dakshin Dinajpur.
- 21) For office Notice Board.

 19.9.23

District Magistrate
Dakshin Dinajpur