

Recruitment to Different post(s) of Panchayat Bodies(2024-2025)

Data Entry Operator (PS)

Eligibility Criteria

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

(B) have passed the Madhyamik or its equivalent examination from any recognized University or Board or Council and having a minimum typing speed of thirty words per minute in English and twenty words per minute in Bengali,

(C) at least three months formal training in using personal computer from any Institute recognized by the State Government or the Central Government or State Council of Technical Education or All India Council of Technical Education,

(D) have a minimum speed of data entry of 6000 key depressions per hour.

- **Desirable :-**

One-year experience of data entry operation in personal computer

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

Scale of Pay

Scale of Pay: Level 6, Pay Rs.22700/- to Rs.58500/-

Syllabus

- **MCQ :-**

i) English - 20 marks (General Academic Standard of Madhyamik)

ii) Bengali - 20 marks (General Academic Standard of Madhyamik)

iii) Arithmetic - 25 marks (General Academic Standard of Madhyamik)

iv) G.K (Emphasis on Rural Life & Rural Development) - 20 marks.

- **Interview :-**

Total Marks: 15