



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, DARJEELING
DISTRICT PLANNING SECTION

e-mail : dplodarjeeling@yahoo.in

Tel/ Fax : 0354-2254054

No. 1380/Plan

Date: 20.9.19.

To
The District Information & Culture Officer,
Darjeeling

Sub: Information regarding floatation of advertisement for call of application for the post of Data Entry Operator.

Madam,

Enclosed find herewith the copy of notice for call of application for the post of Data Entry Operator to be printed. Kindly make an arrangement for publication of the same in leading newspaper in Nepali and English to be published on 24.09.2019.

The bills of the same may be claimed to the undersigned as per the rate approved by the Department of information & cultural Affairs, Government of West Bengal.

Yours faithfully,

District Planning Officer
Darjeeling.

No. 1380(1) Plan

Dated: 20.9.19

✓ Copy forward to: The DIO, NIC, Darjeeling for information and wide publication of the call of application in the District website.

District Planning Officer
Darjeeling.



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No. 1377/19

Date: 19/9/19.

Applications in prescribed format are invited from Indian citizens for the following post, (purely temporary and contractual may be renewed on yearly basis, if required) in the District Planning Section, under MPLADs, Habs Building, Darjeeling. Eligible candidates shall be required to apply on and before the closing date i.e. the relevant particulars like post, qualification, age limit, monthly remuneration and anticipated vacancy position are stated in the following table-A. Candidates must go through the instruction thoroughly and carefully before submitting application. Any omission/suppression of information shall lead to rejection of application or candidature at any point of time during the recruitment process without further intimation. The condition so prescribed shall not be relaxed. Selection will be made through an open examination to be conducted by the District level Selection committee, District Planning Section, (District Magistrate Office), Darjeeling.

Table - A

Sl No.	Name of the Post	Probable vacancy	Age(As on 01.01.2019)	Essential qualification	Other desirable qualification	Consolidated Professional fee
1	Data Entry Operator	01	18-40 years	Graduate in any discipline Certificate in computer application and must have typing speed of 30wpm	At least 1 (one) year experience in reputed firm/institutions (Govt or Private)	Rs.11,000/- per month

Job Responsibility

Data Entry Operator –To do the work of Data entry, report preparation and compilation etc and other office works as directed by the concerned authority.

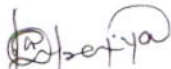
1. Mode of selection: The Written examination will be of objective type & multiple choice questions. The distribution of marks are as follows:

Name of the Post	Subject	Allotted Marks
Data Entry Operator	Written Examination: GK, Current affairs, General Mental Ability, Arithmetic and English	40
	Computer Test	50
	Viva Voce	10

2. The short-listed candidates in the written examination will be called for appearing computer test and Viva Voce Test
3. The final merit list will be prepared on the basis of the total marks obtained in the Written Examination, computer Test and Viva Voce Test


District Magistrate & Chairperson
Selection Committee, District Planning Section
Darjeeling

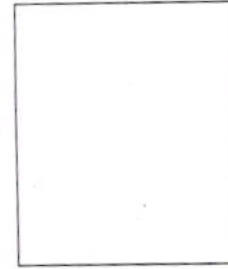
1. Qualification as stated in the table must be possessed by the candidate on or before the publication of the advertisement. If during the verification of testimonials at any stage it is found that candidate has acquired qualification as stated above at any date after the publication of this advertisement, his/her candidature shall be summarily rejected.
2. All columns of the application form are to be duly filled in.
3. In case of regular/contractual employee NOC from current employer is required.
4. The District Level selection committee, Darjeeling reserves the right to reject any application not properly filled in or received after due date.
5. Admission to the examinations will be purely provisional subject to verification at any later stage. That is, candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance at the examinations.
6. The short – listed candidature should bring the documents in original and self-attested photocopies(for submission) in respect of identity proof, residential certificates, academic qualifications, cast certificate, date of birth, certificate of knowledge in computer and experience certificate for verification during Viva-voce.
7. Information regarding date, time, venue of computer test & vice-voce will be uploaded on our District website hence eligible candidates are required to see the website: www.darjeeling.gov.in from time to time for obtaining updated information.
8. Selected candidate shall perform the then duties in District Planning Office, Habs Building, Darjeeling when posted.
9. How to apply:
 - a. The candidates should apply in prescribed application format attached with this notification and submit in the assigned drop box at office of the District Planning Office, Habs Building, Darjeeling within the last date of submission of application by hand.
 - b. Documents to be submitted with the application form.
 - i. Age proof: Madhyamik Admit Card / Certificate
 - ii. Residence Proof: Voter Card / Aadhar card /Ration Card/Gas Book/Electric Bill.
 - iii. Academic & Computer Qualification: Self attested copy of Academic & Computer qualification for the post as mentioned in TABLE-A.
 - iv. Experience Certificate: Self attested copy of experience certificate from appropriate authority as mentioned Table A.
 - v. One self addressed envelope with requisite postage stamp to be submitted with application form.
 - vi. Two pass port size photographs duly signed by the candidate.
 - vii. CLOSING DATE FOR SUBMISSION OF APPLICATION:30/09/2019 UPTO 3.00 pm


District Magistrate & Chairperson
Selection Committee, District Planning Section
Darjeeling

**APPLICATION FORM FOR CONTRACTUAL ENGAGEMENT OF DATA ENTRY OPERATOR IN DISTRICT PLANNING OFFICE,
HABS BUILDING, DARJEELING**

(Form should be filled in with ball pointed pen in own handwriting in CAPITAL LETTER. Incomplete form without form without attached documents and form not delivered in due mandate time are liable to rejection)

In reference to the Notice vide Memo No..... dated,
I am willingly to apply for the same and my details particulars are given below.



Post Applied for: _____

1. Applicant's Name _____
(In Block Letters)
 2. Date of Birth : ____/____/____
 3. Age as on 01/01/2019: (D) ____ (M) ____ (Y) ____
 4. Gender(Male/Female/3rd Gender): _____ Marital Status : _____
 5. Father's / Husband' Name : _____
 6. Category(SC/ST/OBC/GEN/EC) : _____
 7. Address for Correspondence : Village/Street _____
P.O. _____ P.S. _____
Dist. _____ Pin _____
 8. Permanent Address: Village/Street _____
P.O. _____ P.S. _____
Dist. _____ Pin _____
- Tel No. (with STD Code) : _____ Mobile _____ Email ID _____

9. Educational Qualification :

Exams Passed	Board/University	Subjects	Year of passing	Marks Obtained	Results/Division	% of Marks

10. Details of Work Experiences:

(Credential from Head of the Office/Organization should be enclosed)

Sl.No	Name of the organization/Institution	Key tasks assigned	Period(From – To)

11. Details of Computer Knowledge/Qualifications:

Exams Passed	Institution/University	Subjects	Year of passing	Marks Obtained	Results/Division	% of Marks

Enclose self – attested photocopies of all proofs in respect of Sl. No. 01 to 10 (except 1, 4 & 5) must be attached.

"I hereby declare that all the statements made by me in the application are true, correct and complete to the best of my knowledge and belief. I also declare that in case of my statement found false or incorrect during any stage of recruitment and thereafter, I shall abide by the decision of the Authority including cancellation of my candidature or appointment under the extant of rules"

Date:

Place: