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**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, DARJEELING
ELECTION DEPARTMENT**

CORRIGENDUM NOTICE

Ref: RECRUITMENT OF DATA ENTRY OPERATORS

In connection with the Notice published on the 26.12.2012 regarding the recruitment of Data Entry Operator in the Election Section for each Sub Division and District Headquarter of Darjeeling in the leading dailies The Telegraph, Uttar Banga Sambad and Himalaya Darpan as well as in the official website (www.darjeeling.nic.in) and office of the District Magistrate, Darjeeling all Sub Divisional Officers, Block Divisional Officers and Employment Officer. The following correction is hereby notified.

Inadvertently in the reservation criteria in the Notice, it was stated as 5 post (3 Gen, 1 SC, 1 ST) now in rectification of the said column of reservation it should be read as 1 post vide Order No. 1912 Home (Elec) RIE-8/2005 dt 28.08.2007 reserved for Scheduled Caste and 4 post vide Order NO. 352 (20) Home (Elec) RIE-1/99 dt 18.02.2008 reserved as - 1 Scheduled Caste, 1 Unreserved, 1 unreserved (EC) and 1 Scheduled Tribe, this is in pursuance of Memo No. 50-Emp/1M-25/98 dated 01.03.2011 of the Labour Department, Writers Building, Kolkata 1.


District Magistrate
and
District Election Officer
Darjeeling



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT ELECTION OFFICER
DARJEELING

RECRUITMENT NOTICE FOR - DATA ENTRY OPERATOR
DISTRICT - DARJEELING

Application are invited from eligible candidates to the post of Data Entry Operator under Election Setup of the District Magistrate and District Election Officer, Darjeeling under the Government of West Bengal, and one post in each sub division and Headquarter of the Darjeeling District, i.e., Darjeeling, Kurseong, Kalimpong and Siliguri.

1. Name of the Post : Data Entry Operator
2. Scale of Pay : Pay Band – 2 (Rs 5,400/- – 25,200/-)
with Grade Pay Rs 2600/-
3. Department with Address : District Election Department
Office of the District Magistrate, Darjeeling
Kutchery Compound, Darjeeling 734101
4. Number of Post : 5 (Five) (1 – SC, 1 – ST, 3 – Gen)
5. Qualification : a. 10 + 2 Passed
b. DOEACC 'O' LEVEL PASSED
c. Bengali Typing (Nepali Typing for three Hill Sub Division)
d. Knowledge of Bengali (Nepali for three Hill Sub Division)
6. Desirable : 1 (One) year practical experience as Data Entry Operator in any reputed organizations
7. Age : Not more than thirty years on the 1st day of January, 2012 provided provision of the West Bengal Services (Raising of Age limits) Rule, 1981 in force for the time being shall be applicable.

Application on plain paper as per proforma with attested relevant documents will be received within 18.01.2013 (Office Hours) by post or drop box to the District Election Section, District Magistrate and District Election Office, Darjeeling 734101

The following distribution of marks has been approved by the selection committee:

- a. Written Examination : 50 marks
- b. Practical Examination : 30 marks
- c. Interview : 20 marks

Total Marks : 100 marks

One self addressed envelope with Rs 40/- stamp affixed.

SCHEDULE

Last Date of receiving applications	18.01.2013
Date & Venue of written, practical examination and interview	Will be communicated through Admit Card and also notified in District Website

Note: The Appointing Authority shall have the right to accept or reject any candidature without specifying the reasons thereof.

District Magistrate
and
District Election Officer
Darjeeling

To

The District Magistrate
And
District Election Officer
Darjeeling

Color Passport
Photograph
with self
attestation to be

Sir,

As per your Advertisement dated in the (Newspaper/
District Web Site) for the post of "Data Entry Operator" in Election Setup of the Darjeeling District, I submit
my BIO DATA for the same.

- 1. Name of the Candidate (in capital letters) :
- 2. Fathers Name :
- 3. Address (Full) :
- 4. Date of Birth :
- 5. Academic Qualification :
- 6. Technical Qualification :
- 7. Experience :
- 8. Category :
- 9. Sex (Male/ Female) :
- 10. Nationality :
- 11. Employment Exchange Card No. (if any) :
- 12. Contact Details : Mobile
- Landline
- Email Id

I declare that all of the above information is true to the best on my knowledge and belief. All relevant documents are attached herewith.

Place:

Date:

Yours faithfully,

[Signature of Applicant]

- Enclosure:
- 1. Two identical coloured passport size photograph
 - 2. Copy of Certificate of Age proof
 - 3. Copy of Certificate of Academic Qualification
 - 4. Copy of Certificate of Technical Qualification
 - 5. Copy of Certificate of Experience
 - 6. Copy of EPIC/ alternative photo bearing documents
 - 7. One self addressed envelope with Rs 40/- stamp affixed

All Xerox copy must be attested by any Gazetted Officer