


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

VACANCY NOTICE

Application are hereby invited from the eligible candidates within the District of Darjeeling for the post of Data Entry Operator in the Election Section, Office of the District Magistrate and District Election Officer, Darjeeling under the Government of West Bengal for one post in each sub divisions i.e., Darjeeling/ Kurseong/ Kalimpong and Siliguri.


Earlier applicants who have applied in 2013 will be treated as qualified for the post if they qualified as per the earlier advertisement in 2013. However they will have to apply again afresh. For all the others qualifying criteria will be as below.

1	Name	:	Data Entry Operator
2	Scale of Pay	:	Pay Band 2 (Rs 5400/- 25,200/-) with Grade Pay Rs 2600/-
3	Number of Post	:	04 (1-SC, 1- ST, 2-Gen)
4	Place of Posting	:	Darjeeling 01, Kalimpong 01, Kurseong 01, Siliguri 01
5	Qualification	:	a. 10 + 2 Passed b. DOEACC O LEVEL PASSED c. English Typing c. Nepali Typing (For three Hill Sub Division)/ Bengali Typing
6	Desirable	:	1 (One) Year practical experience as a Data Entry Operator in any reputed organisation
7	Age	:	Not more than 30 (Thirty years) on the 1 st day of January, 2015 (Raising of Age Limits) Rule, 1981 in force for the time being shall be applicable

Intending Eligible applicants may submit their Application along with their testimonials to the District Magistrate, Office of the District Magistrate, Darjeeling 734101 within 25.09.2015 (Office Hours). The application received after the due date and time will not be entertained and the candidate will not have any claims for the candidature

(The prescribed format may be downloaded from www.darjeeling.gov.in)

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


02/09/15
District Magistrate
and
District Election Officer
Darjeeling

To
The District Magistrate
And
District Election Officer
Darjeeling



Sir,

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

1. Name in block letters :
2. Father's Name :
3. Date of Birth :
4. Address (In full) :
5. Academic Qualification :
6. Technical Qualification :
7. Experience :
- 8 Category :
9. Sex :
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 the 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 25/- stamp affixed

All Xerox copy must be attested by any Gazetted Officer