

Government of West Bengal  
Office of the District Magistrate; Darjeeling  
Establishment Section

Memo No. 442(A) /Estt.,

Dated : 27-5-2015

**VACANCY NOTICE**

Applications are hereby invited for the post of 'Data Entry Operator' in the prescribed format on contractual and temporary basis on consolidated remuneration of Rs. 11,000/- per month, in the following Treasuries :

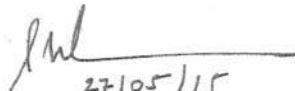
1. Darjeeling	:	02
2. Kurseong	:	01
3. Kalimpong	:	01
4. Siliguri - I	:	02
5. Siliguri - II	:	02

Total : 08

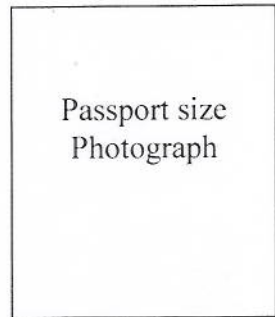
Qualification : A degree in Graduation with at least 'O' Level Certificate in Computer Application.

Intended applicants may submit their applications alongwith their testimonials to the District Magistrate, District Magistrate's Office, Darjeeling. The application must reach this office by 3.00 PM of 15.06.2015. The applications received after the due date and time will not be entertained and the candidate will not have any claim for the candidature.

( The prescribed format may be downloaded from [www.darjeeling.gov.in](http://www.darjeeling.gov.in) )

  
27/05/15  
District Magistrate  
Darjeeling.

**PROFORMA**



- 1. Name in block letters : \_\_\_\_\_
- 2. Father's Name : \_\_\_\_\_
- 3. Date of Birth : \_\_\_\_\_
- 4. Present Address : \_\_\_\_\_  
\_\_\_\_\_
- 5. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
- 6. Academic Qualification : \_\_\_\_\_
- 7. Qualification in Computer Application : \_\_\_\_\_
- 8. Post applied for (choice of preference)  
Darjeeling / Kurseong / Kalimpong / Siliguri-I /   
Siliguri-II. :
- 9. Mobile No. : \_\_\_\_\_

I hereby declare that the above information furnished by me is true to the best of my knowledge and belief.

Place :

Date :

( Full Signature of the Applicant )

**( Your application is subject to subsequent scrutiny and the application can be rejected, if found any false information / ineligible / invalid at any point of time.**

*Document to be submitted with the application form :*

- 1. Proof of Age ( Birth Certificate / Admit Card )
- 2. Voter's I.D. Card
- 3. Two Passport size Photograph.
- 4. Xerox copy of Academic Qualification (Certificate & Marksheet)
- 5. Xerox copy of Qualification in Computer Application.
- 6. Self Addressed Envelope with Postage Stamp of Rs. 5/-.