

Applications are being invited for engagement of Data Entry Operator on Contractual and temporary basis in the Treasuries of Dakshin Dinaipur District.

No. 425 /Estt

Dt. 13/04 /2015

Engagement Criteria & others details

1. Total no of posts : 5 (five)
2. Period of receiving of applications : From 16.04.2015 to 05.05.2015.
3. Engagement shall be purely on contractual/temporary basis for a period of one (1) year. This can be renewed on satisfactory performance by the Finance department on recommendation of the District Magistrate.
4. Qualification: Applicant has to possess a degree in Graduation with at least 'O' Level Certificate in Computer Application.

Consolidated pay: The data Entry operators will be entitled to a consolidated remuneration of Rs.11,000/- per month.

Annual incremental benefit will be @ Rs. 500/- to each operator for the first five years. And then @ Rs. 600/- thereafter. This is subject to satisfactory service.

Additional terms and conditions.

- i. Since the DEOs are to be engaged against posts of group –C categories of staff, their service will be discontinued as soon as those post are filled up following procedure.
- ii. The Data Entry operators proposed to be sanctioned treasury- wise will be engaged by the undersigned.
- iii) Termination: The engagement of DEO will be terminated under following situations-
 - (a) Expiry of Contract period, if not renewed
 - (b) Giving 30 days notice by either side within the validity period of contract.
 - (c) Forthwith under insubordination & improper behavior, inefficiency, negligence, etc.

The filled in application in the prescribed format along with required documents may be sent in sealed envelopes through register post to the following address : office of the District Magistrate ,Dakshin Dinajpur, Balurghat P.O.& P.S.Balurghat ,Pin- 733101.

Such envelop should also contain the name and address of the applicant and super scribed with the following words: “ **Application for the post of Data entry operator on contractual basis in Treasuries of Dakshin Dinajpur District.**”

For details visit www.ddinajpur.nic.in or office notice board. No application received after the date and time specified will be entertained. Downloaded forms or exact replica of the format will be accepted.

Sd/-

Date :

Place :

District Magistrate
&
Chairman, Selection Committee
Dakshin Dinajpur.

Affix self attested
Passport size
photo

To
**The District Magistrate,
Dakshin Dinajpur, Balurghat.
(Establishment Section)**

Sub : Application for Data Entry Operator in Treasuries of Dakshin Dinajpur.

In reference to the advertisement No. 426 dated 3/04/2015, I am submitting herewith my detailed particulars as mentioned below for considering myself as a candidate.

1. Name of Applicant :
(In Block Letter)
2. Name of Father/Husband :
3. Gender :
4. Date of Birth :
5. Address:
a) Permanent :
(With contact No. & E-mail Id)
b) Present :
5. Nationality :
6. Qualification: (i) Academic :
(Enclosed self attested copy of (ii) Computer :
Mark sheet & Certificate)
7. Identity proof
(EPIC/PAN/AADHAAR CARD)
(Enclosed Self attested photo copy)

I do hereby declare that the above mentioned statement as filled by me are true to my knowledge & belief. I will abide by all terms and condition as will be detailed by the authority at the time of appointment.

Place:

Date:

Signature of Applicant