

Government of West Bengal  
Office of the District Magistrate  
Dakshin Dinajpur, Balurghat

Memo No. 1178 /Proc/DCFS/DD

Date: 24.06.2016

Advertisement

Applications in plain paper neatly typed in the enclosed format (Annex-I) are being invited to engage 01(One) Computer Operator for each Offices of (i) DCF&S, Dakshin Dinajpur, (ii) SCF&S, Balurghat & (iii) SCF&S, Gangarampur under administrative control of the Director of DDP&S, Food and Supplies Department for a temporary period upto 30.09.2016 as per the Procurement Guideline under G.O. No.3337-FS/Sectt/Food/4P-06/2012(Pt) dated 17.11.2015 of Food and Supplies Department.

Name of the Post	Name of Office	Nos. of Post	Whether reserved or unreserved	Age as on 01.01.2016	Minimum Educational Qualifications	Desirable Qualification	Remuneration
Temporary Computer Operator	DCF&S, Dakshin Dinajpur	1	Unreserved	18 - 35	i) Graduate ii) One Year's Diploma from any Govt. recognised Institute	Experience of at least one year in Computer Operation in any Govt./Local Self Govt./Educational Institute.	Rs. 11,000/- p.m.
	SCF&S, Balurghat	1	Unreserved				
	SCF&S, Gangarampur	1	Unreserved				

1. Indian Citizen having ordinary residence in Dakshin Dinajpur District can apply.
2. All photocopies of certificates & testimonials should be self attested. Two copies of recent passport size photograph, one pasted on the application form & other enclosed with the form duly signed in full by the applicant, must be attached.
3. Two self addressed envelopes pasted thereon the requisite postage stamps are to be enclosed with the application.
4. The application in closed envelope superscribing as "Application for the post of Temporary Computer Operator in Food and Supplies Offices of Dakshin Dinajpur" is to be addressed to the District Magistrate & Chairman, DLMC, Office of the District Controller F&S, District Collectorate Premises, Balurghat, Dakshin Dinajpur, PIN-733101 and should reach within 08.07.2016 by 5 PM on working days by Post/Courier.
5. For dates of Examination and further information applicants are advised to follow District Website ([www.ddinajpur.nic.in](http://www.ddinajpur.nic.in)) & Notice Board of the District Controller F&S, Dakshin Dinajpur.
6. The Authority reserves the rights to cancel any applications not properly filled in, not supported by proper testimonials or received after due date.

Details of Examination

- Written examination : 50 (Fifty) marks (Syllabus: Basic English, Arithmetics, G.K.)
- Computer test : 40 (Forty) Marks.
- Viva Voce : 10 Marks.

Documents to be enclosed:

- (1) Self EPIC (2) MP Level Admit or Birth Certificate
- (3) Graduation Mark Sheet / Certificate
- (4) Computer Diploma Certificate
- (5) Experience Certificate by Head of the Office, if any.
- (6) Two copies recent colour Passport size Photograph


  
District Magistrate,  
Dakshin Dinajpur  
&  
Chairman, DLMC

Memo No. 1178/1(14) /Proc/DCFS/DD

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Copy forwarded for information with a request for wide publicity:

- 1-2. The Sub-Divisional Officer, Balurghat / Gangarampur
- 3-10. The Block Development Officer (All)
- 11-12. The Sub-Divisional Controller F&S, Balurghat / Gangarampur
- 13. The D.I.O., NIC, with a request to upload in the district website.
- 14. The D.I.C.O., Dakshin Dinajpur for wide publicity.

  
 District Magistrate,  
 Dakshin Dinajpur  
 &  
 Chairman, DLMC

Indian citizen having ordinary residence in Dakshin Dinajpur District can apply for the certificate. All photocopies of certificates & testimonials should be self attested. Two copies of recent passport size photograph, one pasted on the application form & other enclosed with the form duly signed by the applicant must be attached. Self-addressed envelopes pasted (upon the requisite postage stamp) to be enclosed with the application. The application in closed envelope superseding as "Application for the post of Junior Assistant in Food and Supplies Officer, Dakshin Dinajpur" is to be addressed to District Magistrate & Chairman, DLMC, Office of the District Controller F&S, District Collector's Office, Balurghat, Dakshin Dinajpur, PIN-75101 and should reach within 08.07.2016 by 5 PM. Working days by Post/Counter. For details of Examination and further information applicants are advised to follow District Website ([www.dakshindinajpur.nic.in](http://www.dakshindinajpur.nic.in)) & Notice Board of the District Controller F&S, Dakshin Dinajpur. The Authority reserves the right to cancel any application not properly filled or not submitted before testimonials or received after the date.

Details of Examination

- \* Written Examination : 50 (Fifty) marks (Syllabus: Basic English, Arithmetic, G.K.)
- \* Computer Test : 40 (Forty) Marks
- \* Total Marks : 90 Marks

  
 District Magistrate,  
 Dakshin Dinajpur  
 &  
 Chairman, DLMC

- (1) Self ERIC (2) MR Level Admit or Birth Certificate
- (3) Distribution Mark Sheet / Certificate
- (4) Computer Operator Certificate
- (5) Experience Certificate by Head of the Office, if any.
- (6) Two copies recent colour Passport size Photograph

**Annexure-I**

**Application Form**

To  
The District Magistrate,  
Dakshin Dinajpur & Chairman, DLMC

Affix recent  
Colour  
passport size  
photograph  
and sign  
across it.

Sub: Application for the post of Temporary Computer Operator.  
Ref: Advertise No. 1178 /Proc/DCFS/DD dated 24.06.2016.

Sir,

In reference to the above, I, hereby, apply for the post of Temporary Computer Operator in the offices of Food and Supplies in the district of Dakshin Dinajpur. My particulars are given below:

1. Name (In Block Letters) :
2. (i) Date of Birth : (ii) Age as on 01.01.2016 :
3. Father's / Guardian's Name :
4. (i) Present Address :  
(ii) Permanent Address :
5. Mobile No. :
6. E-mail ID :
7. Educational Qualification :
8. Technical Qualification :
9. Experience (If any) :

All the aforesaid information are true to the best of my knowledge and belief. I will abide by the rules and regulations of the examination set by the Authority.

Place :

Date :

Full Signature of the Candidate

