

**GOVERNMENT OF WEST BENGAL .**  
**OFFICE OF THE PROJECT OFFICER-CUM-DISTRICT WELFARE OFFICER,**  
**BACKWARD CLASSES WELFARE, DAKSHIN DINAJPUR**

EMAIL: pobcwdd@gmail.com  
Memo. No. 901 /BCW(DD)

TELE/FAX : 03622-265624  
Date: 28/08/2017

**EMPLOYMENT NOTICE**

It is hereby notified that the online application is invited for the following vacancies in the district of Dakshin Dinajpur, mentioned below in connection with implementation of various e-Governance Project by the Backward Classes Welfare Department, Govt. of West Bengal.

Name of the Post	Monthly Remuneration	No. of Vacancy	Reservation
Data Entry Operator	Rs. 11,000/- per month (Consolidated)	03	SC-01, UR-01, UR (E.C) - 01

E.C. - Exempted Category.

**Eligibility Criteria:-**

- Essential Qualification : Degree in Graduation with Certificate in Computer Application.
- Age : Not more than 40 (forty) years of age as on 01/01/2017.  
Relaxation of age will be given to SC/ST/OBC candidates as per govt. norms.
- Recruitment Procedure : (1)The selection of Data Entry Operators will be made strictly on the basis of Merit list prepared on the basis of results of Selection test comprising of Written Examination (50 marks, Objective Type on Candidates competency in computer), Trade Test (35 marks) and Interview (15 marks). (2) Short-listed Candidates on the basis of marks obtained in Written Examination will be called for Trade Test. (3) Final Selection will be made on the basis of Merit List prepared based on Total Marks obtained by the shortlisted candidates in Written Examination, Trade Test and Interview.
- Tenure of Service : The engagement shall be made purely on contractual basis for a period of 01 (one) year only. The renewal of the post will be guided by G.O. No. 1774-BCW/5E-04/2014; Dated 29.05.2017.
- Last Date of application : Candidates will submit online application through district website [www.ddinajpur.nic.in](http://www.ddinajpur.nic.in) from 30.08.2017. No application will be received after 05.00 p.m. on 15.09.2017. Only Online Application will be accepted.
- Date of download of Admit Card: 20.09.2017 to onwards.
- Date of Written Examination : 25.09.2017
- Venue of Examination : Venue of Examination will be communicated through On-line Admit Card.

The candidates are advised to follow the district website [www.ddinajpur.nic.in](http://www.ddinajpur.nic.in) closely. All the information related to selection process will be uploaded in the District website from time to time. The intending Candidates may apply on-line in prescribed proforma through district website giving their particulars such as Educational Qualification, Date of Birth, Contact Number, self attested copy of certificate in support of experience etc. Scan recent Passport size photograph and signature of the candidate must be uploaded in online application. Certificate for E.C. (Exempted Category) to be scanned and uploaded with the application. All the original documents will be verified on the day of Trade Test and Interview.

**Keep the following items in your hand before applying :**

- » Email id (Optional)
- » Mobile no (Mandatory)
- » Scanned Photo (width and height : 3.5cm(138px) × 4.5cm(177px) size : less than 100KB Format : .jpg, .png)
- » Scanned Full Signature (width and height : 250px × 80px size : less than 100KB Format : .jpg, .png)
- » All other files related with Caste Certificate, Residence Proof, Age proof, Qualification, and experience must of .pdf type and within 1 MB size.
- » All qualification must be stored in a single file.

**Submission of Application through any other means or beyond last date and time of submission will not be entertained in any circumstances.**

**A. Adhikari**

P.O.-cum-D.W.O, BCW  
Dakshin Dinajpur.

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Memo. No. 901/1(7) /BCW(DD)

Date: 28/08/2017

Copy forwarded for information and necessary action to:-

- a) The Principal Secretary, Backward Classes Welfare Department, Administrative Building, 4<sup>th</sup> Floor, Block-DJ-4, Salt Lake City, Sector-II, Kolkata – 700 091.
- b) The Commissioner, Backward Classes Welfare Directorate, 8 Lyons Range, Mitra Building, Kolkata – 700 001.
- c) The District Magistrate, Dakshin Dinajpur.
- d) The Addl. District Magistrate (G), Dakshin Dinajpur.
- e) The Sub-divisional Officer, Balurghat (Sadar), Dakshin Dinajpur, Balurghat.
- f) The Sub-Divisional Officer, Gangarampur-at-Buniadpur, Dakshin Dinajpur.
- ✓g) The DIO, NIC, Dakshin Dinajpur with a request to publish the notice in the district website.

A. A. K. M.

P.O.-cum-D.W.O, BCW  
Dakshin Dinajpur.