

Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer
Parks & Gardens (North) Division
32 Girish Ghosh Sarani, Hakimpara, Siliguri-734001
Phone : (0353) 2532133 – Fax: 0353-2433143 – Email:dfopgndiv@gmail.com

No. 1178/5M-102

Dated: Siliguri, the 07.12.2017

NOTICE OF ENGAGEMENT

Sub. : Engagement of Data Entry Operator/ Computer Operator

Applications are invited for engagement of 1 (one) Data Entry Operator/ Computer Operator in the Office of the Divisional Forest Officer, Parks & Gardens (North) Division 32 Girish Ghosh Sarani, Hakimpara, Siliguri-734 001, West Bengal.

Interested Candidates may apply to the Divisional Forest Officer, Parks & Gardens (North) Division in prescribed Format along with:

1. Coloured Passport size photo- 2 copies.
2. Self Attested Photocopies of
 - a. Proof of Date of Birth (Birth Certificate or Madhyamik Admit Card/ Madhyamik Certificate or equivalent if born before
 - b. AADHAR Card/ EPIC and PAN Card
 - c. Testimonials of Educational Qualification.
 - d. Experience Certificate / Last drawn Pay-Slip (if any)

The application should reach this Office by Ordinary Post/ registered post/ speed post latest by **08.01.2018, 4.00 P.M.** addressed to “**Sri Kausik Chaudhuri, WBFS; Divisional Forest Officer, Parks & Gardens (North) Division 32 Girish Ghosh Sarani, Hakimpara, Siliguri-734 001**”. Hand delivery will not be accepted.

Eligibility Criteria:

1. Graduation with Certificate in Computer Applications.
2. Age not more than 40 years as on 01/01/2018.
3. Proficiency in Microsoft Word, Excel and basic applications of Internet.

Desirable:

1. 3 (three) years working experience in Government/ PSU Organization.
2. Proficiency in Tally.ERP 9 (software).

After thorough scrutiny of received applications, the shortlisted candidates shall be called for a Personal Interview & Computer Test at the Office of the Divisional Forest Officer, Parks & Gardens (North) Division, 32 Girish Ghosh Sarani, Siliguri-734 001, West Bengal. Date of interview/ test will be notified in on the Notice Board at Office of the Divisional Forest Officer, Parks & Gardens (North) Division and to be intimated to all shortlisted candidates through their e-mail addresses.

The final selection will be done on the basis of the test/ interview. The selected candidate shall be intimated via e-mail and his/ her name will be notified in the Notice Board at Office of the Divisional Forest Officer, Parks & Gardens (North) Division.

Candidates are requested to clearly write their e-mail ID in the designated column of the prescribed application format and regularly check their e-mails.

Details on the nature of Engagement:

1. The engagement shall be purely temporary on contractual basis initially for 1(one) year.
2. All sorts of Data Entry in Computer including typing and other software related works of the Office duly assigned by the Divisional Forest Officer and Other Officers.
3. The remuneration should be Rs. 11,000/- (Rupees Eleven Thousand) only consolidated per mensem.
4. Payment should be made through ECS from Treasury.
5. Duty hours should be 10.00 A.M. to 5.30 P.M. from Monday to Friday. However, in urgencies the engaged person may have to work longer and on holidays.

Instruction/ Clarification of Candidate:

1. The post does not entitle the candidate to any right of service or any type of benefit from the Directorate of Forests, Government of West Bengal.
2. No TA/ DA will be paid for attending the test/ interview.
3. Incomplete applications are liable to be rejected without intimation.
4. No interim correspondence will be entertained.
5. Canvassing in any form will lead to disqualification.
6. The applicants are advised to check their emails for any updated information regarding the recruitment process. List of candidates shortlisted for test and interview will be published in Notice Board of the Office of the undersigned and uploaded in the website "westbengalforest.gov.in".
7. Divisional Forest Officer, Parks & Gardens (North) Division will not be responsible for postal delay or loss of application during transit.


Divisional Forest Officer
Parks & Gardens (North) Division

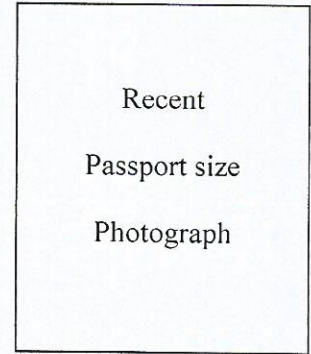
APPLICATION FORMAT: DATA ENTRY OPERATOR/ COMPUTER OPERATOR

1. Name :

2. Sex : M F

3. Father's Name/ Husband's Name :

4. Date of Birth :



5. Community (Put ✓ in appropriate box) : SC ST OBC UR

6. Marital Status : Un Married Married

7. Address for Communication :

8. Permanent Address :

9. Mobile No.:

E-mail ID:

10. Educational Qualification (Starting from 10th. Standard):

Sl. No.	Course Completed	Name of the Institution	Class/ Percentage of Marks Obtained	Year of Passing
1.				
2.				
3.				
4.				
5.				

11. Professional Qualifications:

- a) Typing Speed (in Computer) _____ works per minute.
- b) Proficiency in working in MS Word, Excel : Very Good / Good / Average
(strike off whichever not applicable)

12. Details of Experience (Chronological Order)

Sl. No.	Name of the Office/ Institute	Designation	Nature of Duties	Period of Service	Last Monthly Remuneration
1.					
2.					
3.					
4.					
5.					

Any other information which the applicant may like to furnish.

Declaration

I hereby certify that all the information furnished above is correct and complete to the best of my knowledge and belief.

Date:

Signature of the Candidate