



सत्यमेव जयते

Government of West Bengal
Directorate of Forests,

Office of the Divisional Forest Officer, Durgapur Division.

Aranyapally, Shashtri Avenue, Durgapur-12.

E-mail- dfodurgapur@yahoo.in

Office Tel. / FAX- 0343-2537229



O.O. No. 03 /Engagement

Dated, Durgapur, The 28/11/2017

ENGAGEMENT NOTICE

Sub : Engagement of Data Entry Operator / Computer Operator

Applications are invited for engagement of one Data Entry Operator / Computer Operator in the office of the Divisional Forest Office, Durgapur Division, Aranyapally, Shastri Avenue, Bidhannagar, Durgapur- 12.

Interested Candidates may apply to the Divisional Forest Officer, Durgapur Division in prescribe Format along with :

- 1) Self Attested Photocopy of
 - a) Proof of Date of Birth (Madhyamik Admit/Madhyamik Certificate)
 - b) AAdhar Card / EPIC and PAN Card
 - c) Testimonials of Educational Qualification.
 - d) Certificate in computer application
 - e) Experience Certificate (if any)

The application should reach this office by post / hand latest by 21-12-2017.

Eligible Criteria:

- 1) Bachelor degree in Computer Science or Computer Application / Bachelor degree in any other subject with a certificate in Computer Application from a reputed University / Institute.
- 2) Age not more than 40 years as on 01-12-2017.
- 3) Proficiency in e-governance works (including online application).
- 4) Preferably working experience in Govt./ Pvt. Organization.
- 5) Preferably working experience in Tally (Software).

Selection Procedure:

After through scrutiny of received application the shortlist candidates shall be called for a Personal Interview & a Computer Test at the office of the Divisional Forest Officer, Durgapur Division, Aranyapally, Shastri Avenue, Bidhannagar Durgapur-713212, West Bengal. Date of interview and test will be notified on Notice Board at Office of the Divisional Forest Office, Durgapur Division and interview through e-mails of the Shortlist candidates.

The final selection will be done on the basis of the test and interview and will be notified in the Divisional Notice Board. The selected candidate shall be intimated via e-mail.

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

Details on the nature of Engagement:

The engagement shall be purely temporary on contractual basis for one (1) year.

Duty : Date Entry / Typing and other computer / software related works of the office, any other duty assigned by the Divisional Forest Officer and Others Officers.

Remuneration : RS. 11,000.00 (Rupees Eleven Thousand Only) , Consolidated

Payment Process : Through ECS from Treasury, after Deduction of P.Tax.

Duty hours : 10:00 am to 5.30 pm, Monday to Friday . However in urgencies the Employee may have to work longer and on weekends / 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, Govt. of West Bengal.
- 2) No TA / DA will be paid for attending the test and Interview.
- 3) Incomplete application are liable to be reject without intimation
- 4) No interim correspondence will be entertained
- 5) Canvassing if any form will lead to disqualification
- 6) The applicants are advised to check their e-mail for any updated information regarding the recruitment process. List of candidates shortlist for test and interview will be published in Notice Board and uploaded in the westbengalforest.gov.in
- 7) DFO, Durgapur will not be responsible for postal delay of loss of application during transit.

for
X
21/11/2018
Divisional Forest Officer
Durgapur Division

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR

Recent
Passport Size
Photo

1. Name of the applicant (in Capital Letter) :

2. Father's / Husband's Name :

3. Permanent Address :

4. Present Address :

5. Date of Birth (DD/MM/YYYY) :

6. Sex :

7. Category (General / SC /ST /OBC) :

8. Mob No. :

9. E-mail ID :

10. Educational Qualification :

SL. No.	Exam Passed	Board / Univ.	Year	Total Marks	Marks Obtained	(%) of Marks

11. Professional Qualifications:

a) Typing speed (in computer) _____ w/pm

b) Proficiency in working MS Office

Very Good / Good / Average (Strike off whichever is not applicable)

12. Computer Knowledge :

13. Any other information :

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.