

সবুজ রক্ষা, স্বপ্ন দখা



Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer
Jhargram Division
Ghoradhara, Jhargram, Jhargram - 721507
Ph. No. & Fax No. 03221-255010,
Mail -dfjghargram.frd-wb@bangla.gov.in

SAVE GREEN SEE DREAM



No. 507 /WBSFDA ; Date, Jhargram, the 21/06/2021

To:

- (i) The District Magistrate, Jhargram
- (ii) The Sub Divisional Officer, Jhargram
- (iii) The Block Development Officer, Jhargram
- (iv) The Chairman, Jhargram Municipality
- (v) The Forest Range Officer, Jhargram

Sub: - Invitation of applications for contractual engagement of a Data Entry Operator under the WBSFDA Scheme of Divisional Forest Officer, Jhargram Division-reg.

Ref: O/o Member Secretary, WBSFDA/Manpower/2018//SDP Lr. No.:3041, dt, 27.09.2018

Sir/Madam,

It is kindly informed that the applications are called for contractual engagement of a Data Entry Operator under WBSFDA scheme of Forest Department of Government of West Bengal. Hence it is requested to kindly display this notice in your office notice board and to provide the same for wide circulation.

Thank You.

(J.Sheik Fareed, IFS)
Divisional Forest Officer
Jhargram Division

No. 507 /WBSFDA, Dated, Jhargram, the 21.06.2021

Copy forwarded for information and for taking necessary action to:

- (i) PA to Hon'ble Minister of States, Forests, West Bengal.
- (ii) The Member Secretary, WBSFDA/SDP, Aranya Bhavan, Kolkata
- (iii) The Chief Conservator of Forest, Western Circle, West Bengal.
- (iv) The Deputy Conservator of Forest, MIS and e-governance, Aranya Bhavan, West Bengal: with the request to publish in the Forest Department's Official website.
- (v) Office Notice board.

(J.Sheik Fareed, IFS)
Divisional Forest Officer
Jhargram Division

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No. /WBSFDA, Dated, Jhargram, the 21.06.2021

Sub: - Invitation of applications for contractual engagement of a Data Entry Operator under the WBSFDA Scheme of Divisional Forest Officer, Jhargram Division-reg.

Applications are hereby invited from eligible candidates for engagement as DEO to be posted at Jhargram on contractual basis under WBSFDA Scheme of Forest Department of Government of West Bengal. The tenure of engagement will be upto 31, March, 2022 initially and could be further extended. The details of particulars like essential/desirable qualification, experience, remuneration etc. for the post are as under.-

S.N.	Name of the Post	Particulars	Consolidated Remuneration
1	Data Entry Operator (DEO) (01 post)	<ul style="list-style-type: none">➤ Essential Qualification: Graduation from any recognized University (any stream).➤ Typing Speed:- in computer 35 WPM in English or 30 WPM in Bengali with mistakes not exceeding 2% of total words typed.➤ Adequate Knowledge in computer: MS office-word, Excel, PowerPoint.➤ Desirable:- (i) Knowledge of tally (ii) Typing in both the languages (English and Bengali) with the speed mentioned above.➤ Age: Maximum of 30 years as on 01.06.2021.	Rs. 13,500/- per month. (Take home pay after all deductions: Rs.11,534/- per month.)

2 Interested and eligible candidates may send their applications along with self attested copies of relevant documents in support of claim as per enclosed proforma. latest by 05.07.2021 to the Office of Divisional Forest Officer, Jhargram Division, Forest Department, West Bengal at dfojhargram.frd-wb@bangla.gov.in. The shortlisted candidates will be called for checking their qualifications and personality test on a later date through e-mail. No other modes of correspondence will be entertained.

For any further details, please walk in into the Office of Divisional Forest Officer, Jhargram Division on any working day between 10 a.m. to 5.30 p.m.

Yours faithfully,

(J.Sheik Fareed, IFS)
Divisional Forest Officer
Jhargram Division

Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer
Jhargram Division
Ghoradhara, Jhargram, Jhargram - 721507
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APPLICATION FORM FOR THE POST OF DATA ENTRY OPERATOR ON CONTRACTUAL BASIS

1. Post applied for: _____
2. Name of applicant (in the Block Letters): _____
3. Father's/Husband's Name: _____
4. Date of Birth : _____
5. Nationality : _____
6. Educational Qualification : _____

Paste Passport
Size colour photo
(Recent/latest)

S.No.	Degree/Diploma	Year of Passing

7. Professional Experience if any :

S. No.	Name of Organization	Position Held (in reverse chronological order)	Period of service	
			From	To

8. Permanent Address : _____
9. E-mail : _____
10. Telephone/Mobile No. : _____
11. Last Pay drawn/Emoluments : _____
12. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date: _____ Signature of the candidate: _____

Encl:

Self attested Photocopies of

- (i) Photo Id proof
- (ii) Address Id proof
- (iii) Birth certificate
- (iv) Educational qualifications
- (v) Experience certificates, if any.
- (vi) Desirable qualification, if any.