

**Government of West Bengal  
Office of the Project Officer-cum-District Welfare Officer  
Backward Classes Welfare  
Uttar Dinajpur, Raiganj.**

Phone No. 03523-246026

Memo No. 787 / BCW(UD)

Dated 25/07/2017

**NOTICE**

Online application is invited for the following vacancies mentioned below in connection with implementation of various e-Governance Project by the Backward Classes Welfare Department, West Bengal.

Name of Post	Monthly remuneration	No of Vacancy	Reservation
Data Entry Operator	Rs. 11,000/- per month (consolidated)	03	UR-2, SC-1

**Eligibility Criteria:**

**Age** : Not more than 40 years as on 01/01/2017 (age relaxation for SC candidates admissible as per Govt. of WB rules.)

**Qualification** : Graduation or any equivalent degree with Certificate in Computer Application.

**Recruitment Procedure** : 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, OMR sheet based basically to test the candidate's competency in computer), Trade test (35 marks) and Interview (15 marks). For trade Test candidates will be called @ 1:10 (written) & for interview @ 1:5 (Written + Trade List) on merit.


**Tenure of Service** : The engagement shall be purely temporary on contractual basis for a period one (1) year only. The renewal of the post will be guided by GO. No. 1774-BCW/5E-04/2014, dated 29/05/2017.

**Last date of application** : Candidate would submit online application through district website [www.uttardinajpur.nic.in](http://www.uttardinajpur.nic.in) on or before 10/08/2017. No application will be received after 02.00 PM on 10/08/2017. Only online application will be accepted.

**Date of Examination** : Written examination will be held on 12/08/2017 at 10.00 AM to 11.00 AM. The candidates are advised to follow the district website [www.uttardinajpur.nic.in](http://www.uttardinajpur.nic.in) closely. All the information related to selection process will be uploaded in the district website from time to time.

**Enclosure to be uploaded along with application:**

- i) Proof of residence (100 kb to 250 kb in JPEG/JPG format).
- ii) Proof of age (100 kb to 250 kb in JPEG/JPG format).
- iii) Qualification – Graduation or any equivalent degree with Certificate in Computer Application (100 kb to 250 kb in JPEG/JPG format)
- iv) Experience – self attested copy of certificate in support of experience (100 kb to 250 kb in JPEG/JPG format)
- v) Caste Certificate (100 kb to 250 kb in JPEG/JPG format).
- vi) Photograph – Passport size photo (30 kb in JPEG/JPG format)
- vii) Signature (30 kb in JPEG/JPG format)


  
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Copy forwarded for information to:

1. The Principal Secretary to the Govt. Of West Bengal, BCW Deptt., Administrative Building, DJ-4, Sector-II, Salt lake, Kolkata – 700091.
2. The Commissioner, BCW & TD, 8, Lyons Range, Kolkata – 700 001.
3. The District Magistrate, Uttar Dinajpur.
4. The Additional District Magistrate (Dev.), Uttar Dinajpur.
- 5-6. The Sub-Divisional Officer, Raiganj/ Islampur, Dist. Uttar Dinajpur.
7. The Secretary, Uttar Dinajpur Zilla Parishad.
- 8-16. The Sabhapati, Panchayet Samity(All), Uttar Dinajpur.
- 17-25. The Block Development Officer (All), Uttar Dinajpur.
26. The DIO, NIC, with the request to upload in the district website of Uttar Dinajpur.
27. The District Information & Cultural Officer, Uttar Dinajpur
28. The Office Notice Board.

  
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