

**Government of West Bengal**  
**Office of the District Magistrate & Collector, Murshidabad**  
**General Establishment Section**

(To be Published in Daily Newspaper on ...../.....2018)

NOTICE \_\_\_\_\_/2018-Estt.

Applications are invited from suitable retired Government employees on contractual basis for recruitment to the post of "Data Entry Operator" in the Treasuries of the Murshidabad district under the Office of the District Magistrate & Collector, Murshidabad.

Sl. No.	Name of the Post	No. of Vacancies
1.	Data Entry Operator	11

The details of Qualification & Experience required by the candidates on contractual basis for the above posts are given in **Table-I**. The absorption will be governed by the standard terms and conditions contained in the Finance Department No. 8154-F(Y) dated 25.09.2012 and as per the provisions in the Recruitment Rules. The terms and conditions of contract appointment will be as per the provisions of the Notification of the Finance Department and Recruitment Committee in this regard.

Application on contract basis should be made in the format as per **Table-II**. Candidates applying for appointment to the post of DEO on contract basis may send their application along with copies of certificates as required in **Table-I** in support of their vigilance clearance and also educational/ professional qualifications and experience directly to the **Office of the District Magistrate & Collector, Murshidabad, Cantonment Road, P.O. & P.S.- Berhampore, Dist. Murshidabad, Pin.-742101 (Room No. - 208)**.

The last date for submission of applications is **04<sup>th</sup> September, 2018 up to 4-00 PM.**

Encl: As stated above.

**Addl District Magistrate (G),  
Murshidabad**

*Memo. No. .... /1(39)/Estt/FN.-31 Dated, Berhampore, the , 2018*

*Copy forwarded for information & taking necessary action to :*

- 1-5) The Sub-Divisional Officer, Sadar / Jangipur / Lalbagh / Domkal / Kandi, Murshidabad. He is requested to inform all the BDO's under his jurisdiction.
- 6) The Nezarat Deputy Collector, Murshidabad Collectorate.
- 7-32) The Block Development Officer, (All), Murshidabad.
- 33) The District Information & Cultural Officer, Murshidabad for publication in "Pratidin" & "Telegraph" newspapers.
- 34) The D.I.O., N.I.C., Murshidabad. He is requested to circulate the same in the Govt. website.
- 35) CA to DM for kind appraisal of the District Magistrate, Murshidabad.
- 36-39) CA to ADM(G)/ ADM (LR)/ ADM(Dev)/ADM(ZP), Murshidabad.

**Addl District Magistrate (G),  
Murshidabad**

## TABLE-I

Sl. No.	Name of the Post & Remuneration	Qualifications & Experience
1.	<b>Data Entry Operator</b> (Rs. 10,000/- consolidated remuneration)	<b>(A) For Contractual:</b> Retired employee of the West Bengal State Government having working experience in the Treasuries on regular basis and possessing the following qualifications and experience.  <b>(ii) Essential Qualification:</b> (a) Knowledge of Computer Application / Data Entry / Data Processing. (b) Knowledge in English drafting;

**Note 1 :** An Interview followed by a computer test will be taken at the Office of the District Magistrate & Collector, Murshidabad for Engagement of 11 (eleven) Retired Govt. Employees as “Data Entry Operators” on Contractual basis in the Treasuries of the Murshidabad district (for a period of one year). This engagement is purely on temporary basis and renewed after one year subject to his satisfactory performance in service.

**Note 2 :** The upper age limit for retired eligible government employees for engagement on contract basis should not exceed 65 years as on 01-01-2018.

**Note 3 :** Applicants should produce working Experience Certificate in the Treasuries from his office and Computer Knowing Certificate from any Govt. recognized Institutions alongwith the application FORM.

**Note 4 :** Applicants should be physically fit and mentally alert, Medical Fitness Certificate from the medical practitioner is required in this regard.

**Note 5 :** Filled up Application Form will be collected at the Office of the District Magistrate, Murshidabad, General Establishment Section (Room No. - 208) up to 04:00 P.M. in each week days.

**Note 6 :** Last date for submission of applications is 04-09-2018 up to 4:00 P.M.

**Note 7 :** Admit Card of the selected candidates will be delivered on 11th & 12th September, 2018.

**Note 8 :** Preference will be given to the applicants who are superannuated in the recent past.

**Note 9 :** The vacancy position shown is tentative. The office reserves the right to fill or not to fill any of the vacancies shown above in the Notice.

## TABLE-II

### **APPLICATION FOR RECRUITMENT OF RETIRED EMPLOYEES TO THE POST OF D.E.O. ON CONTRACTUAL BASIS IN THE TREASURIES OF MURSHIDABAD DISTRICT**

*Employment Advertisement dated ..... in the .....*

Photo

1. Name of the applicant :  
(In Capital Letter)
2. Father's / Husband's Name :
3. Date of Birth :
4. Full Postal Address for :  
Communication & Mobile No.  
(**mandatory**)
5. Permanent Address :
  
6. Aadhaar Card No. (copy :  
enclosed)
7. Past Service Records
- a) Date of entry in Govt. Service :
- b) Post of 1<sup>st</sup> appointment :
- c) Department / Office last attended :
- d) Post held at the time of :  
retirement
- e) Date of retirement :
- f) Last Scale of Pay (Pay Band) :
- g) Last Basic Pay & Grade Pay :
- h) Amount of Pension as :  
on 30-06-2018
- i) PPO No (Enclose copy of PPO) :
- j) Details of working, experience :  
(A certificate should be furnished regarding  
working experience in treasuries from his office)
8. Whether medically fit (Enclose :  
fitness certificate from medical Officer)
9. Educational Qualification :
10. Computer Literacy (certificate :  
attached)
11. E-Mail ID for communication :

Date:

\_\_\_\_\_  
*Full signature of the applicant*

-----For Office use only-----

1. Application Sl. No. : ..... 2. Date of Receipt : .....
3. Date of interview : .....
4. Recommendation of the District Level Selection Committee: