

**FORMAT**

**Application for the post of 'Data Entry Operator' (DEO) in Treasury-II of Jalpaiguri District**

To  
The District Magistrate,  
Jalpaiguri.

Paste Recent  
Passport size  
coloured  
photographs  
and sign across

1. Name (in CAPITAL LETTERS) : \_\_\_\_\_
2. Father's/Guardian's Name : \_\_\_\_\_
3. Communication address with PIN : \_\_\_\_\_  
\_\_\_\_\_
4. Permanent address with PIN : \_\_\_\_\_  
\_\_\_\_\_
5. Contact No : \_\_\_\_\_
6. Date of Birth (Attested copy of age-  
proof document to be submitted) : \_\_\_\_\_
7. Age as on 01.10.2017 or as on the date  
of application : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days.
- 8(A). Whether belongs to SC/ST/OBC/Persons: YES/NO  
with Disabilities/Ex-Serviceman. \_\_\_\_\_
- 8(B). If yes, give details : \_\_\_\_\_  
(Attested Photocopy to be submitted).
9. Educational Qualification : \_\_\_\_\_  
(Attested Photocopy to be submitted).
10. Details of Computer Qualification having  
at least 'O' level certificate in computer : \_\_\_\_\_  
(Attested Photocopy to be submitted).
11. Working Experience (if any) : \_\_\_\_\_  
(Attested Photocopy to be submitted).
12. P.P.O No. (in case of Ex-Servicemen only) : \_\_\_\_\_  
(Attested Photocopy to be submitted).

**Declaration**

I do hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate in full

NOTE: 1. Attested photo copies of proof of Age, Educational Qualification, Computer Qualification, Proof of Caste/Category (SC/ST/OBC/PWD/Ex-Serviceman etc) & Experience (if any) should be enclosed.

2. The application should be submitted to the office of the District Magistrate, Jalpaiguri (Establishment Section) by hand or, by speed post. Application must reach the concerned office by 5 PM of , 27/12/2017.

GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE, JALPAIGURI  
ESTABLISHMENT SECTION  
PIN-735101

**1)** Applications are hereby invited for the post of Data Entry Operator for Treasury – II, Jalpaiguri  
[Total Vacancy-02]

**2)** Engagement shall be purely on contractual / temporary basis for a period of 1(one) year. This can be renewed on satisfactory performance by the Finance Deptt. on recommendation of the District Magistrate, Jalpaiguri.

**3) Condition of Termination :**

On expiry of contract period, if not renewed

- a) Giving 30 days notice by either side within the validity period of contact
- b) Forthwith under in sub-ordination and improper behaviour, inefficiency, negligence etc.

**4) Role & function of the Data Entry Operator:**

i) Bill Receiving (ii) Scroll Entry (iii) Cheque Delivery (iv) Return Memo Generation (v) Compilation work (vi) PPO Entry (vii) Advice entry of LF/PL (viii) Sanction order entry (ix) Other Data Entry related works

**5) Applicant's qualification should be graduate with at least 'O' Level Certificate in Computer Application**

**6) Pay:** Newly engaged DEOs will be entitled to a consolidated remuneration of Rs. 11,000/= (Rupees Eleven Thousand) only per month. Further, Annual Increment benefit will be @ Rs. 500/= ( Rupees Five hundred) only each for the first 5 years and thereafter @ Rs. 600/= ( Rupees Six hundred) only subject to continuous satisfactory service.

**7) Age:** The applicant should be within 18-40 years as on 01/10/2017 or as on the date of application

**8) The short listed candidates having at least 'O' level certificate in computer and having the highest average marks on the basis of Madhyamik, H.S. and Graduation Examination will be called for Computer Skill Test**

**9) Candidates finally qualified in the Computer Skill Test will be called for Viva-Voce**

**10) Last date of receiving application : 27/12/2017 (up-to 5 p.m. )**

