



Government of West Bengal  
Office of the District Magistrate & Collector  
Dakshin Dinajpur, Balurghat.

Memo No. 1554 /L&LR/Estt/2023-24

Dated 19 /07/2024.

**ADVERTISEMENT**


Applications are invited In terms of Order issued vide No.205-Estt/13099/11/19 Dated, Howrah the 16<sup>th</sup> January,2024 and No.206-Estt/13099/11/19 Dated, Howrah the 16<sup>th</sup> January,2024 and No.5859-F(Y) dtd. 22.07.2013 of Finance Department for engagement of 12(Twelve) Data Entry Operators in the offices of BL&LROs, SDL&LROs and DL&LRO of this district. The Data Entry Operators will be engaged on contractual basis as per provisions laid down in Finance Department Memo No.5859-F(Y) dated. 22.07.2013 initially for a period of three years, as a special case, on consolidated remuneration @ Rs. 11,000/- (Rupees Eleven thousand)only per month.

**Terms & Condition :**

- 1) Applicants should be a graduate with certificate in computer application and proficiency in MS Word, Excel and basic internet application.
- 2) Applicants must be between 21 and 45 years old, and must be permanent resident of the said district.
- 3) The selection will be based on practical test (40 marks) and interview (10 marks).
- 4) The engagement shall be purely temporary on contractual basis and may be terminated at the completion of the job or at the end of the project whichever is earlier.

The interested applicants are requested to submit their application with certificate of graduation ,certificate of computer application and proficiency in Microsoft Word ,Excel and basic internet applications, residential certificate and other documents within **09.08.2024**.The application form will be available in the district website- [WWW.ddinajpur.nic.in](http://WWW.ddinajpur.nic.in).

The date of practical test and interview will be intimated later. No application will be received after 5.00 PM on **09.08.2024**.

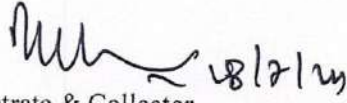
  
District Magistrate & Collector  
Dakshin Dinajpur, Balurghat.

No. 1554/1(25) L&LR/Estt/2023-24

Dated 19 /07/2024.

**Copy forwarded for information and necessary action to :**

- 1) The Additional District Magistrate (DDZP) with a request to arrange for publicity of the advertisement through Office Notice Board.
- 2-3) The Sub-Divisional Officer, Balurghat/Gangarampur, with a request to arrange for publicity of the advertisement through Office Notice Board.
- 4-5) The Sub-Divisional Land and Land Reforms Officer, Balurghat/Gangarampur, with a request to arrange for publicity of the advertisement through Office Notice Board.
- 6-13) The Block Development Officer, Balurghat/Hili/Tapan/Kumarganj/ Banshihari/Harirampur/ Kushmandi/Gangarampur with a request to arrange for publicity of the advertisement through Office Notice Board.
- 14-21) The Block Land and Land Reforms Officer, , Balurghat/Hili/Tapan/Kumarganj/Banshirari/ Harirampur/ Kushmandi/Gangarampur with a request to arrange for publicity of the advertisement through Office Notice Board.
- 22) The DIO, NIC, Dakshin Dinajpur with a request to upload the advertisement to the district's Website for information to all.
- 23) The DICO, Dakshin Dinajpur with a request to publish the advertisement in two esteemed local journal for wide publicity
- 24-25) Notice Board of the Collectorate and D.L.&.L.R.O. Office, Dakshin Dinajpur.

  
District Magistrate & Collector  
Dakshin Dinajpur, Balurghat.

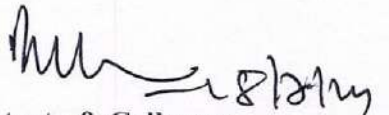
## ABRIDGED ADVERTISEMENT

Memo No. 1556

Dated 19/07/2024.

Applications are invited for engagement on contractual basis of 12(twelve) Data Entry Operators in the offices of BL&LRO,SDL&LRO and DL&LRO of this district. Applicant should be graduate with certificate in computer application and proficiency in Microsoft Word, Excel and basis internet applications. Applicants must be between 21 and 45 years old. Applicants must be permanent resident in this district. The selection process will be based a practical test(40 marks) and interview(10 marks). The Data entry Operator will be engage for a period of 3(three) years on professional Fee @ Rs.11,000/-(Rupees Eleven thousand) only per month. Last date of submission of application with in 9<sup>th</sup> August 2024.

Please visit [WWW.ddinajpur.nic.in](http://WWW.ddinajpur.nic.in) or D.L.&.L.R.O. office Notice Board for more details.

  
District Magistrate & Collector  
Dakshin Dinajpur, Balurghat.

To  
The Additional District Magistrate  
&  
District Land and Land Reforms Officer  
Dakshin Dinajpur,Balurgthat.

Passport size  
photo with  
signature

Sub : APPLICATION FOR DATA ENTRY OPERATOR.

In reference to the advertisement no. \_\_\_ \_ \_ \_ \_ dated \_\_\_ \_ \_ \_ \_  
I am submitting herewith my particulars in details as mentioned  
below for considering myself as a candidate along with true copies of  
documents.

1. Name of the applicant (Block Letter) :

2. Name of Father/Husband :

3. Address : a) Parmanent :

b) Present :

c) Contact No. :

4.Date of Birth :

(Please enclose supporting documents)

5.Age as on 01/01/2024 as per date of birth : \_\_\_ Year \_\_\_ month \_\_\_ days

6. Educational Qualification :

7. Computer Application Certificate :

(MS Word,Excel and basic internet application)

8. Whether the applicant presently working in any institution. :  
(If yes mention in details)

PLACE :

DATE :

SIGNATURE OF APPLICANT