

North 24 Parganas Zilla Parishad
Rishi Bankim Sarani
Barasat, North 24 Parganas
Phone: (033) 25846213/25523007, Email: aeo zp-nprg@nic.in

Memo No.: 317 / NZP

Date: 14 / 03 / 2018

A walk-in – interview for the post contractual engagement of Data Entry Operator in the District Water & Sanitation Cell for Mission Nirmal Bangla (MNB) Programme under North 24 Parganas Zilla Parishad shall be held at the office of this Zilla Parishad from **11.30 a.m. on 20/03/2018**

Name of the Post : Data Entry Operator, Mission Nirmal Bangla under
North 24 Parganas Zilla Parishad

Number of Post : 1(One)

Age : 18 to 40 Years (As on 31.12.2017)

Qualification :

1. Essential - Passed the Higher Secondary or its equivalent examination from any recognized University or Board or Council. At least one year diploma course formal training in using personal computer from any recognized by the State Government or the Central Government or State Council of Technical Education or All India Council of Technical Education. At least three years' experience of Online / Offline data in Govt. projects

2. Desirable- Three years experiences of data entry operation in Govt. Offices / Project.
Knowledge in Bengali Typing.

Monthly Contractual Remuneration : Rs. 11990/- (Rupees Eleven thousand nine hundred ninety nine)

Appointing Authority : Executive Officer, North 24 Parganas Zilla Parishad


Selection Process : Through walk-in – interview (followed by Basic Computer Test)

to be taken by the Recruitment Committee, North 24 Parganas Zilla Parishad subject to final approval of the P&RD Department, Government of West Bengal.

Interest candidates with requisite qualification are requested to appear along with:


1. Application form in the enclosed format duly filled up and signed.
2. All original testimonials (along with self-attested photocopies of the same)
3. Two copies of recent colored passport size attested photograph.
4. EPIC/ Aadhar Card / Pan Card / Passport / Driving License / Any Photo bearing Government document for identity establishment (along with self-attested photocopies of the same)

They should report at the Video Conference Room. Zilla Parishad Annexed Building (3rd Flore) by 11.00 am on 20/03/2018


Additional District Magistrate (Dev.)
North 24 Parganas
&
Additional Executive Officer
North 24 Parganas Zilla Parishad

Copy forwarded for information and wide publication to:


1. Sub-Divisional Officer, Barasat (Sadar) / Barrackpore / Basirhat / Bongaon / Bidhannagar Sub- Division.
2. Secretary, North 24 Parganas Zilla Parishad.
3. Block Development Officer (All), North 24 Parganas.
4. District Information & Cultural Officer, North 24 Parganas.
5. Assistant District Informatics Officer, N.I.C. North 24 Parganas.
6. C.A to District Magistrate, North 24 Parganas- for kind information of District Magistrate.
7. Office Notice Board.


**Additional District Magistrate (Dev.)
North 24 Parganas
&
Additional Executive Officer
North24 Parganas Zilla Parishad**



Copy forwarded for kind information to:

1. Sabhadhipati, North 24 Parganas Zilla Parishad.
2. Sahakari Sabhadhipati, North 24 Parganas Zilla Parishad.
3. Karmadhyaksha, (All) North 24 Parganas Zilla Parishad.


**Additional District Magistrate (Dev.)
North 24 Parganas
&
Additional Executive Officer
North24 Parganas Zilla Parishad**



To,
The District Magistrate, North 24 Parganas &
Executive Officer, North 24 Parganas Zilla Parishad.

For Office use only

Received on

/ /2018

Sub: Application for contractual engagement as Data Entry Operator in the District Water & Sanitation Cell for Mission Nirmal Bangla (MNB) Programme under North 24 Parganas Zilla Parishad.

Roll No.....

1. Name of the Applicant :
2. Father's Name :
3. Communication Address :
4. Residential Address :
5. Contract No. (M) :
6. Email. ID :
7. Date of Birth :
8. Age as on 31.12.2017 :
9. Sex :
10. Caste :
11. Educational Qualifications :

| Exam Passed | University / Council / Board | Year | Total marks of exam | Marks obtained |
|-------------|------------------------------|------|---------------------|----------------|
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12. Technical Qualifications:

13. Working Experience:

I declare that all the information are mentioned above are true and correct and if any information is being found wrong my candidature is liable for cancellation.

Date:

Signature of the applicant

Enclosure: Submit self-attested photo copies of 1) Age Proof Certificate (Admit Card of Madhyamik or Equivalent), 2) Mark Sheet of Qualifying Examination, 3) Residential Proof, (Voter Card / Ration Card), 4) Experience Certificate