

Office of the District Magistrate & Collector, North 24 Parganas, Barasat

No.14/Gr-'C'/ESTT

Dated, 10/01/2019

Notification for the recruitment of Data Entry Operator for the Treasuries under District North 24Parganas.

Application in the prescribed format given at the website, [www.north24parganas.gov.in](http://www.north24parganas.gov.in), are invited from interested candidate for recruitment in the post of Data Entry Operator for the Treasuries under District North 24 Parganas.

**No. Of Vacancies:** Four (04); Barasat Treasury-I, Barrackpore Treasury-II, Basirhat Treasury & Bidhannagar Treasury for one (01) each.

Engagement shall be purely on contractual/ temporary basis for a period of one (01) year. This can be renewed on satisfactory performance by the Finance Department on recommendation of the District Magistrate.

**Qualifications:** Graduation form any discipline with at least 'O' level certificate in computer application from DOEACC(erstwhile) or from NIELIT. Higher qualification like 'A'/'B'/'C' level or Diploma Engineers with Computer or IT or BCA/B. Tech/B.Sc. (Hons.) in Computer is also allowed.

**Consolidated Pay:** (i) The Data Entry Operator will be entitled to a consolidated remuneration of Rs. 11,000/- per month. (ii) Annual increment benefit will be @ Rs. 500/- to each operator for the first five years and then @ Rs. 600/- thereafter. This is subject to continuous satisfactory service.

**Age:** Minimum age limit 18 years and maximum age limit 40 years as on 01/01/2019.

**INFORMATION**

1. Application form duly filled by the candidates with all enclosures (Self attested photo copies for proof of Age, Address, Educational Qualification, Computer Knowledge, 03 copies of self attested recent Passport size photograph and 01 self addressed envelope affixed with requisite postage stamp) is to be submitted at Barasat Treasury-I/ Barrackpur Treasry-I/ Bongaon Treasury/ Bashirhat Treasury/ Bidhannagar Treasury by 25/01/2019 during office hours (10 am to 5 pm) on any working day.
2. Submission of more than one application is strictly forbidden.
3. All the degrees/diplomas/certificates must have been obtained from recognized Universities/Institutions.
4. Candidate shall collect their Admit Card from the treasury office of the Sub-Division where he/she had submitted his/her between 01/02/2019 to 08/02/2019 during office hours (10 am to 5 pm) on any working day.
5. Selection will be made through the Written Examination (70 marks) followed by Computer test (20 marks) and Interview (10 marks).
6. Syllabus for Written Examination:-

- Objective Type Multiple Choice Questions of 70 Marks

The subject-wise break-up is as follows:

1.	English	20 Marks
2.	Mathematics	20 Marks
3.	G.K and Current Affairs	10 Marks
4.	Basics in Computer Knowledge	20 Marks
Total		70 Marks

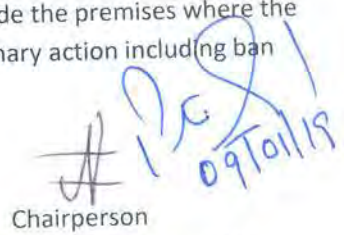
- Computer Test & Interview for the successful candidates based on merit list on Written Examination.
- Final Panel of the successful candidates will be made on the marks obtained in written examination, computer test and interview.
- Tentative date of Written Test is 12/02/2019.
- Tentative date of Computer test and Interview is 18/02/2019.

7. All requisite certificates regarding educational qualifications, proof of age, other relevant documents must be furnished as and when required by the Authority.

8. If at any stage even after issue of a letter of recommendation for appointment a candidate is found ineligible in terms of the advertisement his/her candidature will be cancelled without further reference to him/her.

9. Please keep checking the website, [www.north24parganas.gov](http://www.north24parganas.gov) for further changes regarding advertisement.

N.B.: Mobile Phones, Bluetooth or any other communication device are not allowed inside the premises where the examination is being conducted. Any infringement of this instruction shall entail disciplinary action including ban from future examinations.

A handwritten signature in blue ink, appearing to be 'A. P. S.', with the date '09/02/19' written below it.

Chairperson

District Level Selection Committee  
& Addl. District Magistrate (Treasury)  
North 24 Parganas



### APPLICATION FORMAT

*Application for the post of 'Data Entry Operator' for Treasuries of the District, North 24 Parganas*

Name of the post applied for: \_\_\_\_\_

Affix a recent  
coloured  
passport size  
photograph  
duly signed by  
the candidate

1. Name (in capital letters) :
2. Father's Name :
3. Present Address with  
contact no. :
4. Permanent Address :
5. Date of Birth :
6. Age as on (01/01/2019) :
7. A) Educational Qualification :

Sl. No.	Examination Passed	University/Board	Year	Total Marks	Marks Obtained	Percentage of Marks

- B) Certificate on Computer Knowledge :  
(Min. 'O' level from DOEACC (erstwhile) or from NIELIT)

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

\_\_\_\_\_  
Signature of the applicant

**NOTE:**

1. Self attested photo copies for proof of Age, Address, Educational Qualification, Computer Knowledge, 03 copies of self attested recent Passport size photograph and 01 self addressed envelope affixed with requisite postage stamp should be enclosed.
2. Application is to be submitted at the Barasat Treasury-I/Barreackpur Treasury-I/Bongaon Treasury/Bashirhat Treasury/Bidhannagar Treasury by hand only.