



Govt. of West Bengal
Office of the Deputy Director of Agriculture (Admn.)
Krishnanagar, Nadia

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Memo No.1773

Dated, Krishnanagar the 6th September 2019

Recruitment Notice

A Walk in interview will be held for “**Data Entry Operator**” in Krishak Bandhu Scheme in the Office of the Deputy Director of Agriculture(Admn.), Horticulture Campus, Char Gate, Company Bagan, PIN-741101(Near to Pantha Tirtha) on **19/09/2019 from 10 am**. The engagement will be purely contractual on monthly remuneration basis. The maximum engagement period up to **28/02/2020**. The service will be terminated as and when it is found not required / Unsatisfactory. The interviewee must appear with relevant documents in front of Interview board in the scheduled time. Candidature may be terminated.

Panel for the said post will be valid up to one month.

Name of the Post: Data Entry Operator

Essential Criteria:

1. Graduate in any stream
2. Basic Knowledge in Computer (MS- Office)

Desirable Criteria:

Minimum 2 years experience as “Data Entry Operator” in Govt. or Non-Govt. organisation.
Remuneration: Rs.13000/- (Monthly consolidate)

The documents to be submitted during interview:

1. Birth certificate/Admit Card or Certificate of Madhyamik or equivalent examination mentioning date of Birth.
2. Compulsory Mark sheet & Certificate of Secondary, Higher Secondary, Graduation.
3. Certificate of Computer Knowledge from Govt. affiliated organisation.
4. Experience certificate clearly mentioning days, months & years of experience as on 01.09.2019.

Deputy Director of Agriculture(Admn.)
Nadia