

Government of West Bengal  
Director of Textiles  
Office of the Deputy Director of Textiles  
Handloom, Spinning Mills, Silk Weaving & Handloom  
Based Handicrafts Division,  
Presidency Division, Krishnanagar, Nadia, Pin-741101  
E-mail :ddtextpd12@gmail.com, Phone – 03472-252276

NOTICE

Notice is hereby issued as per instruction of the Director of Textiles,( Handloom, Spinning Mills, Silk Weaving & Handloom Based Handicrafts Division) Government of West Bengal for engagement of Data Entry Operators( DEO ) on purely contractual basis for the Murshidabad Mega Handloom Cluster in the following scale.

Sl No	Name of office	No. of post of DEO	Professional fees per month
1	Handloom Development Office, Nabadwip	1(One)	Professional fees consolidated rate of Rs 11,000/- per month subject to maximum for the period of three ( 3 )years.
2	Handloom Development Office, Berhampore	1(One)	

**Eligibility:-**

1. **Educational qualification:-** Graduation in any branch with certificate in computer application.
2. **Age:-** Maximum 40 years as on 01.01.2017 for General candidates; relaxable by 3 years for the OBC/PH candidates and 5 years by the SC/ST Candidates.

**Selection procedure:-**

1. To be apply to the Deputy Director of Textiles, Handloom, Spinning Mills, Silk Weaving & Handloom Based Handicrafts Division, Presidency Division, Krishnagar Nadia for the post mentioned atSl No 1 and Handloom Development Officer, Berhampore, Murshidabad for the post mentioned atSl No 2. A single candidate shall apply for only one post as above. If anybody applies for more than one post his candidatures will be rejected for all the posts. The application form either to be downloaded from the following websites:- [www.nadia.nic.in/](http://www.nadia.nic.in/) [www.murshidabad.nic.in](http://www.murshidabad.nic.in)

Applications will be received in the O/o the Deputy Director of Textiles, Handloom, Spinning Mills, Silk Weaving & Handloom Based Handicrafts Division, Presidency Division, 4- Swarnamayee Lane, Ukilpara, Krishnagar, Nadia for the post mentioned atSl. No. 1 and Handloom Development Officer, Berhampore, 33-Shantikanan Station Road, Murshidabad for the post mentioned at Sl. No. 2.by hand only on each working day (Monday to Friday 11.00AM to 5.00 PM)

**Last Date of application: 13.10.2017 upto 5.00 PM.**

If the total number of applications is equal to and below 10, the candidates will be called for interview directly. If the total number of application is more than 10, short listing of candidates will be made on the basis of marks obtained in Madhyamik (30% weightage), Higher Secondary(40% weightage), Graduation(25% weightage), Experience of computer related work in any institution Private/Public body(5% weightage). The Shortlisted candidates will be called for interview.

**Condition:-**

1. The DEOs so engaged by the selection Committee will be for a period of one year or less subject to renewal of contract on monthly or yearly basis by the Head of the Deptt./Office.
2. Such engagement may also be terminated at the completion of the job or at the end of the project whichever is earlier subject to maximum for three ( 3 ) years.
3. The engagement may also be terminated by the Head of Deppt./Office on the basis recommendations of the NIC/ Project Leader or the Project in charge for unsatisfactory service, misconduct etc. of the incumbent concerned.

13/10/17  
Deputy Director of Textiles  
Handloom, Spinning Mills, Silk Weaving & Handloom  
Based Handicrafts Division, Presidency Division,  
Handloom, Spinning Mills, Silk Weaving  
& Handloom Based Handicrafts  
Presidency Division, Krishnagar, Nadia.

Memo No. 211

Dated:30-08-2017

Copy forwarded for information to –

1. The District Magistrate, Nadia, Krishnagar, Nadia.
2. The District Magistrate, Murshidabad.
3. The Director of textiles, Handloom, Spinning Mills, Silk Weaving & Handloom Based Handicrafts Division
4. The Managing Director, Tantuja.
- ✓ 5. The DIO, NIC Nadia with a request to upload the notice along with the form in the District website.
6. The Handloom Development Officer, Berhampore. With a request to upload the notification along with the form in his District website and circulate the notice widely.
7. The Handloom Development Officer, Nabadwip. With a request to circulate the notice to all concern and publish the summery in one daily Bengali news paper also.

Deputy Director of Textiles  
Handloom, Spinning Mills, Silk Weaving & Handloom  
Based Handicrafts Division, Presidency Division,  
Krishnagar, Nadia  
**Deputy Director of Textiles,  
Handloom, Spinning Mills, Silk Weaving  
& Handloom Based Handicrafts  
Presidency Division, Krishnagar, Nadia.**

Application for Data Entry Operator(DEO), for Handloom Development office,.....

Reference Memo Number and Date - 211 Dated 30/08/2017

To

- 1 ) Deputy Director of Textiles Handloom, Spinning Mills, Silk Weaving & HandloomBased Handicrafts Division, Presidency Division, Krishnagar Nadia./
- 2 ) The Handloom Development Officer, Berhampore, Murshidabad

Paste a recent  
passport size  
signed  
photograph

Sir, I beg to apply for the post of DEO for Handloom Development Office,.....

My particulars are furnished below:-

1. Full Name(in block letter):-
2. Name of Father/Husband:-
3. Date of birth:-
4. Sex:-
5. Nationality:-
6. Permanent Address:-
  
7. Present Address:-
  
8. SC/ST/OBC-A/OBC-B:-
9. Physically handicapped(Yes/No):-
10. Educational qualification:-

Sl No	Name of the Examination	Name of the board	Total Marks	Marks Obtained	% of marks obtained
1	MP(10 <sup>th</sup> level)				
2	HS(10+2)				
3	Graduation Level				

11. Computer application certificate:- Yes/No
12. Experience, if any:- Yes/No

Declaration:-

I, Sri/Smt..... hereby declare that

- (a) All statements made in this application are true, complete & correct to the best of my knowledge & belief & in the event of any information being found false, my candidature is liable to be cancelled.
- (b) I have applied for only one post in the notification above.
- (c) [only for candidates engaged under Govt/PSU], I have obtained no objection certificate from my authority in written.

\*(Strike out the portion (c) , if not applicable.

Date:

Place:-

Yours faithfully,

X

(Signature of the applicant )

Enclosure:- Self attested Xerox copy of :

1. Admit card of Madhyamik for age proof.
2. Marks sheets of all qualifications up to Graduate level.
3. Certificate of Computer Application.
4. Experience certificate in computer related work.
5. SC/ST/OBC-A/OBC-B/PH Certificate if any.