

**GOVERNMENT OF WEST BENGAL**  
**DISTRICT HEALTH & FAMILY WELFARE SAMITY**  
**Nadia**  
**5 D.L. Roy Rd. Krishnanagar, Nadia**

Memo No.....7959.....

Date.....05/11/14..

Notification

Applications are invited for the following posts for engagement on contractual basis in the office of the Registrar General, Nadia for Civil registration System.


Name of the post	No of posts	Required Qualification	Consolidated Remuneration per month (Rs.)
Data Processing Assistant	01	<p>Essential</p> <ol style="list-style-type: none"><li>1. Graduate degree from any recognised University</li><li>2. Non-computer degree candidates must have diploma/ certificate in computer/ it for minimum duration of 1 year from any recognized institute/ organisation.</li><li>3. Must be well conversant with typing on computer.</li><li>4. Good command over Hindi/ English &amp; local language of the state</li></ol> <p>Desirable</p> <ol style="list-style-type: none"><li>1. 1 year experience in data collection, compilation and data entry</li></ol> <p>Age limit (as on 01/07/2014)</p> <ol style="list-style-type: none"><li>1. Minimum age 20yrs and maximum age 40yrs</li></ol>	13,560/-

The initial contract period is up to 31.03.2015 and it may be renewed for further period depending on need and performance of the candidates.

Desiring candidates may send their applications in the prescribed format only (available in the website [www.nadia.nic.in/](http://www.nadia.nic.in/) [www.swasthyakathanadia.org](http://www.swasthyakathanadia.org) ) along with attested photocopies of all testimonials including proof of age, mark sheets &

certificates of all examinations passed (Educational & Computer Applications), working experience certificates on the related fields, voter photo ID card / Driving License/ Proof of residential Certificate issued by Pradhan or commissioner and two passport size photographs duly signed by the candidate to the Chief Medical Officer of Health, 5 D.L. Roy Rd., Krishnanagar within 27.11.2014 within 05:00 P.M. positively. The category of post should be superscripted in the Capital letters on the top of the left side of the envelope. One self addressed envelop with stamp of Rs. 5/- should be given along-with the application. Selection will be based on the marks obtained in qualifying examinations and viva-voice & practical examination conducted for computer proficiency.

For further information please keep in touch with [www.nadia.nic.in](http://www.nadia.nic.in) or [www.swasthyakathanadia.org](http://www.swasthyakathanadia.org)

  
**CMOH & Secretary**  
**DHFWS, Nadia**

20/11/14

## APPLICATION FORMAT

### Application for the Post of Data Processing Assistant

1. Name of the Applicant :
2. Father's Name :
3. Permanent Address :
4. Date of Birth : \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Date)
5. Age : \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Days)
6. Sex :
7. Caste Status : General/General (Persons with minimum 40% Disability)  
/SC/ST/OBC A/OBC B
8. Mobile Number :
9. Qualification :

Sl No	Educational Qualification	Year of Passing	Total Marks	Marks obtained (Excluding Additional Subject)	Percentage of Marks (%)	Board/ Institute	University/
(a)	Secondary						
(b)	Higher Secondary						
(c)	Graduate (BA/BSc/BCom/BCA)						
(e)	Computer training						

10. Years of Experience

- a. In Government Sector: \_\_\_\_\_ (Number of Years)
- b. In Private Sector: \_\_\_\_\_ (Number of Years)

**Declaration:**

I do hereby declare that particulars furnished above are correct & best of my knowledge. I must produce all relevant documents (Original or Photocopies attested by the Govt. Officers only) from the Appropriate Authority, whenever needed by the Authority. In case, in any time, if any of the above information / particulars are found incorrect, my candidature will be cancelled by the Authority and I shall be penalized for such actions.

Date :

Place :

\_\_\_\_\_  
Signature of the Candidate