



Government of West Bengal  
Office of the District Magistrate & Collector, Nadia  
Establishment Section  
Krishnagar, Nadia

**NOTIFICATION**

Notification is hereby issued in terms of Memo No.2500 F(Y) Dated. 20.03.2015 of the Principal Secretary, Finance Department, Government of West Bengal for engagement of Data Entry Operators on contractual and temporary basis under IFMS system for the under mentioned treasuries in the following scale against the vacancies in the Group-'C' posts.

SL No.	Name of the Treasury	No. of Post of DEO	Consolidated Pay
1.	Krishnagar-I	02 (Two)	Consolidated Pay at the rate of Rs.11,000/- per month subject to enhancement Rs.500/- per year during 5(Five) years and there after @ Rs.600/- per year in terms of F.D's Memo No.2500-F(Y) Dated.20.03.2015.
2.	Krishnagar-II	02 (Two)	
3.	Ranaghat	01 (One)	
4.	Kalyani	01 (One)	
5.	Tehatta	01 (One)	
TOTAL		07 (Seven)	

**Eligibility :-**

\* **Educational Qualification** :- Graduation in any branch with at least "O" Level certificate in computer application from the Government Recognized Institutions.

\* **Age** :- Maximum 40 years as on 01.01.2015. ([www.nadia.gov.in](http://www.nadia.gov.in))

**Selection Procedure :-**

1. To be applied to the District Magistrate, Nadia cum Chairman of District Nadia as per pro forma enclosed. The form either to be downloaded from the following **websites** : [www.nadia.gov.in](http://www.nadia.gov.in) or collected from this office.

**Following self attested photocopies of the documents are to be attached with the application :-**

- I. Admit Card of Madhyamik for age proof.
- II. Mark Sheets of all qualifications up to Graduate level.
- III. Certificate of Computer Application. (At least 'O' Level)
- IV. Experience certificate in the computer related work.

Application will be received in the Establishment Section, 1<sup>st</sup> Floor of Administrative Building, Collector, Nadia on all working days from 10.30 am to 5.00 pm after entry in register against receipt. No Application in post will be received and entertained.

\* **Last Date of Application :-05.06.2015.**

\* Shortlisted candidates will be called for computer proficiency test & interview.

\* Engagement shall be purely on contractual / temporary basis for a period of 1(One) year. This can be renewed on satisfactory performance by the Finance Department on recommendation of the District Magistrate.

**Such engagement may also be terminated under following situations :-**

- I) Expiry of contract period, if not renewed.
- II) Giving 30 days notice by either side within the validity period of contract.
- III) Forthwith under insubordination & improper behavior, inefficiency, negligence etc.

In case of any dispute arises, the decision of the District Magistrate, Nadia cum Chairman of the District Level Selection Committee shall be final.

  
**District Magistrate, Nadia  
Cum Chairman of the District Level  
Selection Committee.**

Memo No.....**980(16)**...../Estt.

Dated.....**15**...../**05**...../2015

Copy forwarded for information to :-

- 1) The Joint Secretary, to the Government of West Bengal, Finance Department, Audit Branch, Kolkata.
- ✓ 2) The DIO, NIC Nadia with a request to upload the notification alongwith the the form in the District website.
- 3-7) The Treasury Officer, Krishnagar-I / Krishnagar-II / Ranaghat / Kalyani / Tehatta, Nadia.
- 8-10) The Sub-Divisional Officer, Ranaghat / kalyani / Tehatta, Nadia.
- 11) The Deputy Director of Employment Krishnagar arrange for giving a notice in the Employment Bank.
- 12) CA /PA to the District Magistrate, Nadia.
- 13-16) PA to the A.D.M.(G) / A.D.M. (LR) / A.D.M. (Dev.) / A.D.M. (Z.P.), Nadia.

  
**District Magistrate, Nadia  
Cum Chairman of the District Level  
Selection Committee.**

**Application for Data Entry Operator (DEO), on Contractual and  
Temporary basis in the Treasuries of Nadia District.**

Reference Notification number.....980(16)...../Estt. Dated.....15.05.2015

To  
The District Magistrate, Nadia  
District Chairman Level Selection Committee, Nadia  
Krishnagar, Pin-741101.

Paste a  
recent  
passport size  
photograph

Sir,

I beg to apply for the post of DEO on contractual and temporary basis in the Treasuries of Nadia District.

My particulars are furnished below :-

1. Full Name (in block letters) :
2. Name of the 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	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 :

**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 :

Yours faithfully,

Place :

\_\_\_\_\_  
(Signature of the Applicant)

Enclosure :-

- I. Admit Card of Madhyamik for age-proof.
- II. Mark sheets of all qualification up to Graduate Level.
- III. Certificate of Computer Application (at least 'O' Level)
- IV. Experience certificate in computer related work.