



MEMO NO. : 38

DATE: 06 / 01 / 2022

NOTIFICATION

In pursuance of order vide Memo No. 2288(3)/DCFS/BNK/21, dated 18/11/2021 of the Additional District Magistrate (Dev.), Bankura, applications in prescribed format are hereby invited from Indian citizens for **engagement in the post of Temporary Additional Data Entry Operator on purely temporary and contractual basis upto 30/04/2022** for Office of the Area-Inspector, Food & Supplies, Kotulpur, Bankura for ensuring prompt and time bound services related work, Duare Ration, Ration Card Life Cycle Management, Paddy Procurement and other regular establishment work under above mentioned office.

Eligible candidates shall be required to apply in the prescribed application format (attached herewith) along with self-attested copies of testimonials **within closing date, i.e., 19/01/2022 upto 5:00PM**. The relevant particulars like post, qualification, age limit, monthly remuneration and vacancy position are stated in the following **Table-A**.

Table-A

Sl. No.	Name of the Post	No. of Vacancy	Age as on 01/01/2022	Qualification	Consolidated Remuneration
1	Temporary Additional Data Entry Operator	One (01)	Age not more than 40 years as on 01/01/2022 (Born not earlier than 02/01/1982)	Graduation with Certificate in Computer Application	Rs. 13,000/- (Rupees thirteen thousand only)

Candidates must go through the instruction thoroughly and carefully before submitting application. Any omission/suppression of information shall lead to rejection of application or candidature at any point of time during the engagement process without further intimation. The condition so prescribed shall not be relaxed. Selection will be made through open competitive examination to be conducted by the Block Level Selection Committee. Application procedure and stages of selection are detailed below:

- 1) Self-attested photocopies of following documents are to be submitted with prescribed filled-in application Form:**
 - a) Self-attested photocopy of proof of identity viz. Aadhaar Card/ EPIC/ Driving License, etc.
 - b) Self-attested photocopy of proof of age viz. Madhyamik Admit Card.
 - c) Self-attested photocopy of proof of residence viz. Aadhaar Card/ EPIC.
 - d) Self-attested photocopy of documents in support of requisite academic qualification from a recognized University/Institution as mentioned in 'Table-A' above.
 - e) Self-attested photocopy of certificate in Computer Application.
- 2) One candidate should apply for the post by a single application only in the prescribed format and attaching required documents. Multiple applications by any applicant shall summarily be rejected.**

- 3) **Qualification as stated in Table-A must be possessed by the candidate on or before the publication of the advertisement. If it is found during verification of testimonials at any stage that candidate has acquired qualification as stated above at any date after publication of this advertisement, his/her candidature shall be summarily rejected.**
- 4) All columns of the application Form are to be filled in. In case of Non Applicability, 'Not Applicable' should be written at the relevant point.
- 5) **In case of regular/ contractual employee, NOC from current employer is required.**
- 6) **Stages of selection:**
- Stage-I: Computer Typing Test-** Candidates must have ability to type at least 40 Words per minute. Assessment will be based on the number of Words with correct spelling, typed within the stipulated time. It will be only qualifying round.
The qualified candidates will only get opportunity to appear at Stage-II & Stage-III.
- Stage-II: Computer Practical Test-** Qualified candidates will appear at Computer Practical Test and allotted marks is 40. Candidates appearing at Stage-II will appear at Stage-III also.
- Stage-III: Interview-** Allotted marks is 10.
- Merit list will be prepared on the basis of marks obtained by the candidates at Stage-II & Stage-III, taken together.**
- 7) Admission to the examination will be purely provisional subject to verification at any later stage. That is, candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance in the examinations.
- 8) Information regarding **date, time and venue of Computer Typing Test (Stage-I), Computer Practical Test (Stage-II), Interview (Stage-III)** will be notified in the official website of the **DIO, NIC, Bankura (bankura.gov.in)** as well as at the Notice Boards of a) Office of the Block Development Officer, Kotulpur, Bankura, b) Office of the District Controller, Food & Supplies, Bankura c) Office of the Sub-Divisional Controller, Food & Supplies, Bishnupur, Bankura d) Office of the Area-Inspector, Food & Supplies, Kotulpur, Bankura.
- 9) Application must be addressed to "**The Block Development Officer, Kotulpur, Bankura**" and submitted in sealed envelope in the **Drop Box** at Office of the Block Development Officer, Kotulpur, Bankura by hand or registered post and the same should reach within **19/01/2022 by 5:00 PM positively. Submission of application by any other means or delay in delivery after the above noted time by Postal Department will not be considered by the Selection Committee.** Application received after last date and time of submission shall summarily be rejected.
- 10) It may be noted that the examination may be cancelled at any time due to exigencies without any prior intimation.



**BLOCK DEVELOPMENT OFFICER
KOTULPUR • BANKURA**

Copy forwarded for kind information with a request for taking necessary action to display this Notification at Office Notice Board to:

1. The District Magistrate, Bankura
2. The Additional District Magistrate (Dev.), Bankura
3. The Additional District Magistrate (ZP), Bankura Zilla Parishad
4. The Sub-Divisional Officer, Bishnupur, Bankura
5. The District Informatics Officer, NIC, Bankura with a request to upload this Notification in the District Portal for wide publicity
6. The District Controller, Food & Supplies, Bankura
7. The Sub-Divisional Controller, Food & Supplies, Bishnupur, Bankura
8. The Sabhapati, Kotulpur Panchayat Samity
- 9-30. The Block Development Officer (All), Bankura
31. The Block Medical Officer of Health, Kotulpur Rural Hospital
32. The Block Land & Land Reforms Officer, Kotulpur
33. The Officer-in-Charge, Kotulpur Police Station
34. The Block Livestock Development Officer, Kotulpur
35. The Assistant District Sub-Registrar, Kotulpur
36. The Assistant Inspector of Schools, Kotulpur
- 37-38. The Sub-Inspector of Schools, Kotulpur/Kotulpur (West) CLRC
39. The Child Development Project Officer, Kotulpur ICDS Project
40. The Block Youth Officer, Kotulpur
41. The Area-Inspector, Food & Supplies, Kotulpur
- 42-49. The Pradhan (All), Kotulpur
50. Notice Board of this Office
51. Office copy



BLOCK DEVELOPMENT OFFICER
KOTULPUR • BANKURA

**Application Form for Temporary Additional Data Entry Operator (DEO) under the Food and Supplies
Department in Kotulpur Block**

(Form should be filled in completely. In case of Non Applicability, write "Not Applicable" at the relevant point/para. Incomplete application/without legible and valid attachment and if received after 5PM of 19/01/2022 shall be summarily rejected)

In pursuance of Memo No. 2288(3)/DCFS/BNK/21, dated 18/11/2021 of the Additional District Magistrate (Dev), Bankura and Memo No. 38, dated 06/01/2022 of the Block Development Officer, Kotulpur, I am willingly to apply for the same and my detailed particulars are given below:-

Post Applied for: **Temporary Additional Data Entry Operator (DEO)**

Please Paste
recent Passport
Sized Color
Photograph and
sign on it

1. Applicant's Name (in full) _____
(in Block Letter)
2. Date of Birth (DD/MM/YYYY) ____/____/____
3. Gender (Male/Female/3rd Gender) _____ Marital Status: _____
4. Father's/Husband's Name: _____
5. Present Address: Village/Street _____
PO _____ PS _____
Dist. _____ PIN _____
6. Permanent Address: Village/Street _____
PO _____ PS _____
Dist. _____ PIN _____
7. Mobile No. _____ Email ID: _____
8. **Academic Qualifications (Madhyamik onwards):**

Exam Passed	Board/University	Subjects	Year of Passing	Marks obtained	Result/ Division	% of Marks

Full Signature of the Applicant

9. Details of qualification on Computer:

Exam Passed	Institution/University	Subjects	Year of Passing	Marks Obtained	Result/ Division	% of Marks/ Grade

[Please attach self-attested photocopy with this application form (i) Madhyamik Pariksha Admit Card (ii) EPIC Card/ Aadhaar Card as residential proof & (iii) Certificate on Computer Application (iv) Proof of identity- Aadhaar/ EPIC/ Driving License etc (v) Self attested photocopies of Academic Qualifications (vi) Two copies of passport sized color photographs- 1 photograph to be pasted on this application form with signature. These documents to be attached along with filled in application form.]

"I do hereby declare that all the statements furnished by me in the application are true, correct and complete to the best of my knowledge and belief. I also declare that my candidature is liable to be cancelled at any time during or after selection process in case any of my statement(s) is/are found to be false or incorrect. I shall abide by the decision of the Authority including action against me in the event of practicing any type of unfair means."

Date:

Place:

Full Signature of the Applicant

Mobile No.:

Email ID:

WhatsApp No.: