

Government of West Bengal
Office of the District Magistrate & Collector, Hooghly
P.O & P.S – Chinsurah, Dist. – Hooghly, PIN – 712101

EMPLOYMENT NOTICE
2020

No : **607** /DCH/2020

Dated: 06.03.2020

Applications are invited from eligible candidates for engagement of 01(One) Data Entry Operator Purely on temporary basis as given in the table, purely on contractual basis in the office of Sub-Division Controller (Food & Supplies), Serampore, Hooghly.

Sl. No.	Name of the post	No. of vacancy	Age (Yrs. as on 01.01.2020)	Residential status	Essential qualification and experience	Salary (Consolidated per month)	Tenure of service	Job responsibility
01.	Data Entry Operator	01	Minimum age 18 years and not more than 40 Years (candidate belong to SC&ST and OBC shall be entitled to concession of five years and three years over prescribed limit respectively)	Must be resident of the Hooghly district.	1) Graduate in any discipline with Certificate in Computer Application. 2) Working knowledge of computer and ability to work in MS-Office packages (MS-Word, MS-Excel, MS-Power Point) 3) Desirable 1 (One) year of working experience in any Government or Non-Government Organization.	Rs-13,000/-	One Year contract. Purely on "temporary basis"	To do the work of data entry, report preparation and compilation etc.

General guideline

- Scanned recent passport size photograph and scanned signature of the candidate should be uploaded with application form.
- Candidates will be asked to produce all relevant original certificates along with the self-attested photo copies for verification at the time of Computer Test, failing which their candidature will be rejected without any further communication.
- The final merit list will be prepared on the basis of total marks obtained in the Computer Test and the Interview. Candidature of the applicants who failed to appear in any of the tests shall be liable to be cancelled.
- Online application form will be available from **11.03.2020 to 20.03.2020** in the district website i.e. www.hooghly.gov.in
- Closing date for submission of application through on line: **20.03.2020 up to 5.30 PM.**

Generation of admit card

Admit card for Computer Test with date, time and venue shall be available from District Website www.hooghly.gov.in . The date of downloading Admit Card and the date of examination will be notified in the District Website latter on. Applicants are requested to follow the district website on regular basis.

Downloaded admit card will have to be produced on the date of the examination.

Grounds of rejection of application form

- Applications received through online only shall be entertained. No application will be received after 5.30 p.m. of the last date i.e. **20.03.2020.**
- Application form without the scanned signature and scanned photograph of the applicant will be rejected.
- Application incomplete in any respect will also be rejected.
- If it is found during verification of testimonial at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his / her candidature will summarily be rejected.
- Marks of Computer test will be 40 marks and Interview will be 10 marks.



Note (If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with this, notification will be brought to the notice of candidates in manner as decided by the Selection Committee).

dm6/3/20

Additional District Magistrate (Dev.),
Hooghly

Memo No. *607/1(3)*/DCH/2020

Date: 06.03.2020

Copy forwarded for kind information to:-

- 1) The Commissioner to the Govt. of West Bengal, Food and Supplies Department, Kol-87.
- 2) The Director, Dte. of DDP&S, Food and Supplies Department, Kol-87.
- 3) The Director of Information, Govt. of West Bengal, Nabanna, HRBC Building, 9th Floor, Howrah-711102 with a request to arrange for publication in the "Egiye Bangla" website.

dm6/3/20

Additional District Magistrate (Dev.),
Hooghly

Memo No. *607/1(25)*/DCH/2020

Date: 06.03.2020

Copy forwarded for information & with a request to publish in the Office Notice Board to:-

- 1-4) All Sub-Divisional Officers, Hooghly.
- 5) The District Controller (F&S), Hooghly.
- 6) District Informatics Officer, NIC, Hooghly with a request to publish in District Website (i.e. www.hooghly.gov.in).
- 7) Nazareth Deputy Collector, Hooghly.
- 8-25) All Block Development Officers, Hooghly.

dm6/3/20

Additional District Magistrate (Dev.),
Hooghly