



Government of West Bengal
OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR

জেলাশাসকের কার্যালয়, কোচবিহার, পশ্চিমবঙ্গ

Sagar Dighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal

Phone : (03582) 225264/227109 ; e-mail : development.cob@gmail.com

RECRUITMENT NOTICE

No.: 58

Dated: 21/03/2018

- 1) Application are invited from the eligible Indian Citizen for the post of Data Entry Operator(DEO) purely on contractual basis for one year from the date of joining, under MPLADS , Development Section in the office of the District Magistrate, Cooch Behar.
- 2) Selection is to be made as per consolidated pay and qualification given below :

Name of the Post	No. of the post	Minimum Qualification & Experience	Age Limit	Consolidated Professional fee per month
Data Entry Operator (DEO)	1(one)	Graduation with Certificate in Computer Application	18-40 Yrs.	Rs.11,000/- Enhancement of Rs.500/- in professional fee per year during first 5 years. Enhancement of Rs.600/- in professional fee per year after first 5 years in MPLADS as per Order 5859-F(Y) dt.22.7.2013. of Finance Deptt. Govt. of W.B.

- 3) Application in prescribed format should be submitted in the drop box kept at the Office of the District Magistrate, Cooch Behar ,MPLADS, Development Section ,1st Floor Old Collectorate Building from 22.03.2018 to 12.04.2018 up-to 4.00 P.M. excluding holidays. Application form can be available from the website : www.coochbehar.gov.in or Office Notice Board of the District Magistrate, Cooch Behar.
- 4) Method of selection will be intimated along with the Admit Card.
- 5) If any declaration made or information furnished by the incumbent proves to be false or he / she is found to have suppressed any material information, then the incumbent application shall be rejected forthwith with no further correspondence whatsoever.
- 6) Application submitted without enclosing/complete all the necessary self-attested photocopies of the certificates in support of identity, educational qualification, age, etc. will be summarily rejected.
- 7) The applicant shall have to produce all original certificates of Identity, educational qualification, age, experience etc. for verification as & when asked for, before the selection committee.
- 8) Two copy of recent colored passport size photo (duly signed by applicant) is to be attached along with the application form.

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9) The Chairman of the Selection Committee has the sole right of rejecting any or all the application.

➤ Necessary documents to be attached with the application :

- 1) Age proof certificate.
- 2) Educational Qualification Certificate(s)
- 3) Computer Application Certificate
- 4) Address Proof.
- 5) 2(two) copies passport size signed photograph.
- 6) 2(two) nos. self address envelope with postal stamp of Rs.5/-
- 7) Experience Certificate(s) (If any).



**District Magistrate,
Cooch Behar**

Memo No.: Dev/209 (6) _____

Dated: 21/03/2018 _____

Copy forwarded for information and necessary action :

- 1) The Joint Secretary, to the Govt. of West Bengal, Department of Planning , Joint Administrative Building, Block –HC-7 ,Sector-III, Salt Lake ,Kolkata—700106.
- 2) Sri Partha Pratim Ray, Hon'ble MP(LS), No.1 Cooch Behar(SC) ,PC.
- 3) The DICO, Cooch Behar with request to the Recruitment Notice publish in two leading local daily news paper, viz. one Bengali and one English.
- 4) The DIO, NIC, Cooch Behar with request to upload the said recruitment notice and application format in Cooch Behar official website(www.coochbehar.gov.in)
- 5) CA to DM, CA to ADM(D) Cooch Behar.
- 6) Spare copy.

For District Magistrate,
Cooch Behar

APPLICATION FORMAT:
For the post of Data Entry Operator (Contractual)
for the MPLADs Section in the Office of the District Magistrate, Cooch Behar

To,
 The District Magistrate & District Collector,
 Development Section,
 DM Office, Cooch Behar
 Pin:736101

affix a recent Passport
 size colour
 Photograph

FOR OFFICE USE ONLY
 Roll No :

Application for the post of

: **DATA ENTRY OPERATOR, MPLADS**

1.Name in Full (In Block Letters) : _____

2.Name of the Father/ Husband (In Block Letters) : _____

3.Name of Mother(In Block Letter) : _____

4.Date of Birth : _____

5.Age as on 1st January, 2018 : Years Months Days

6.Sex (Please tick the suitable) : Male Female

7.Nationality : _____

8. Proof of Identity (Please tick the document & attach self attested copy of that) : Aadhar Card Voter card
 Driving Licence Pan Card
 ID Card Issued by any Government/ Organisation Passport

9. Languages Known : Bengali English Hindi

10. Permanent Address : _____

 PS : _____
 District: _____
 Pin : _____

11.Present Postal Address : _____

 PS : _____
 District: _____
 Pin : _____

12.Contact No. :

13. Valid email ID :

14. Whether physical Handicapped (if yes, please attach certificate) : Yes No

15. Educational Qualification :(documents to be attached along with application)

Sl No.	Examination passed	Year of Passing	Board Council/ Institution/ /University	Total marks obtained	% of marks obtained

16. Computer Qualification (documents to be attached along with application)

Sl No.	Examination passed	Year of Passing	Board Council/ Institution/ /University	Total marks obtained	% of marks obtained

17. Declaration by the applicant.

a) I do hereby declare that I have not submitted double application for this post and all the statement made on this application are true, complete and correct to the best of my knowledge and belief , In the event above information being found false/ incorrect at any stage, my candidature shall be cancelled forthwith.

b) I am fully aware that the appointment is purely Contractual and temporary and I shall not claim for permanent appointment in future.

Place:

Date:

Signature of the Applicant