

Government of West Bengal
Food & Supplies Department
11A, Mirza Ghalib Street, Kolkata – 700 087

No. 1019 -FS/O/Sectt/Food/4M-13/2014

Dated : 12.03.2020

NOTICE

Applications are invited from intending candidates for engagement as “Data Entry Operators” as per provisions of Finance Deptt. Order No. 5859-F(Y) Dt. 22.07.2013 read with Order No. 1032-F(P2) Dated 08.02.2019. at the offices under Food & Supplies Department as mentioned below. The engagement is purely temporary basis and the period of engagement will be till 30.09.2020 from the date of joining. The selected candidate will have to sign an agreement in this regard.

Designation	Minimum Qualification & Experience	Consolidated Professional Fees per month
Date Entry Operator (DEO)	Graduation with Certificate in Computer Applications for at least six months from a recognized Institution. Proficiency in Microsoft Word, Excel and basic applications of Internet.	Rs. 13000/-

The candidate should be resident of the district/sub-division where he/she is applying as stated below.

The intending candidates may submit application in prescribed format along with copies of educational/professional qualification and job experience to the DCF&S office of the concerned district on or before **23.03.2020 by 3.00 pm.**

The selection of candidate will be based on a “Selection Test” to be conducted by the concerned district authority and marks will also include the educational qualifications, professional qualification and job experience, if any.

Offices for which applications are invited:-

Sl. No.	Name of Office for engagement	Number of Post	District Head Office where application has to be submitted	Sub Division to which the candidate belongs
1	SCF&S, Haldia	1	DCF&S, Purba Medinipur	Haldia
2	SCF&S, Contai	1	DCF&S, Purba Medinipur	Contai
3	DCF&S Uttar Dinajpur	1	DCF&S, Uttar Dinajpur	Raigunge
4	SCF&S Sreerampore	1	DCF&S, Hooghly	Sreerampore
5	SCF&S Diamond Harbour	1	DCF&S, 24 PGNS (South)	Diamond Harbour
6	SCF&S Kakdwip	1	DCF&S, 24 PGNS (South)	Kakdwip
7	D/DDPS HQ	1	DCF&S, 24 PGNS (South)	Kolkata/ Alipore
8	SCF&S, Ranaghat	1	DCF&S, Nadia	Ranaghat
9	DCF&S, Nadia	1	DCF&S, Nadia	Krishnagar Sadar
10	SCF&S, Jalpaiguri Sadar	1	DCF&S, Jalpaiguri	Jalpaiguri Sadar
11	SCF&S, Mal	1	DCF&S, Jalpaiguri	Mal
12	SCF&S Purulia Sadar	1	DCF&S, Purulia	Purulia Sadar
13	SCF&S, Raghunathpur	1	DCF&S, Purulia	Raghunathpur
14	SCF&S, Jhalda	1	DCF&S, Purulia	Jhalda
15	SCF&S, Manbazar	1	DCF&S, Purulia	Manabazar
16	DCF&S, Paschim Bardhaman	1	DCF&S, Paschim Bardhaman	Asansol

Canvassing in any form is strictly prohibited and may lead to an immediate disqualification of candidature.

12/3/2020
Commissioner in the
Food & Supplies Department

Application for Data Entry Operator (DEO) for Procurement Operations under
the Food & Supplies Department in different Districts of West Bengal

To

The District Controller, Food & Supplies,
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1. Name in Full (in BLOCK Letters) :
2. Father's Name :
3. Correspondence Address :
4. Residential Address with Sub-division (except for Kolkata) :
5. Contact Number :
6. E-mail address :
7. Date of Birth :
8. Age (As on 01.01.2020) :
9. Educational Qualification :
10. Certificate in Computer Applications (from a recognized Institutions for at least six months).
11. Working Experience :

Date :

Place :

_____ Full Signature of the applicant

N.B. : All the mandatory fields of the above application must be filled up and submitted along with attested supporting documents.