



Government of West Bengal
Office of the District Magistrate, Uttar Dinajpur
&
Society for the Child Labour Project (NCLP)
Uttar Dinajpur

Memo No 05/NCLP/ADM/18/UD/

Date 09/01/2018

NOTICE

Applications are invited for a Data Entry Operator (DEO) purely contractual basis in the District NCLP office, Karnajora, Uttar Dinajpur. The details are given below:-

Sl.No.	Name of the Post	No. of Post	Qualification	Experience	Age limit	Consolidated remuneration per month
1	Data Entry Operator	01 (one)	Graduate from any recognise University and having at least 1 (one) year Diploma/ Certificate course in computer application from Govt. registered Institution. Working knowledge of computers with operating knowledge of MS Office, Internet and having minimum type speed of 30 words per minutes.	Minimum 3 years experience in Govt. /Private sector in data recording, analysis and handling of official correspondence.	18 - 40 yrs. as on 01/01/2018	Rs. 9,000/-

Willing candidates are directed to apply with bio-data in the prescribed format accompanied with self attested photo copy of all testimonials as well as passing certificate also, starting from Madhyamik and onwards including experience certificates. Candidate should mention the name of the post on the top of the envelop. Application should be reached on or before **31/01/2018** within 4 p.m. to the office of the **Project Director, National Child Labour Project (NCLP), Uttar Dinajpur, P.O- Karnajora, PS- Raiganj, Dist- Uttar Dinajpur, Pin- 733130** only by post (Registered/Speed post/Courier) not by hand.

The authority reserves the right to cancel this engagement at any time without any further reference.

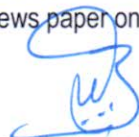

Additional District Magistrate (Dev.)
Uttar Dinajpur

Memo.No. 05(7)/NCLP/ADM/18/UD

Dated: 09/01/2018

Copy forwarded for information to:-

1. The District Magistrate, Uttar Dinajpur & Chairperson, NCLP, Uttar Dinajpur.
2. The District Informatics Officer, NIC, Uttar Dinajpur with request to publish it along with enclosed application format in the District Website.
3. The District Employment Exchange Officer, Uttar Dinajpur with a request to display the notice in your Office Notice Board.
4. The DICO, Uttar Dinajpur with request to give a brief referral advertisement in one daily Bengali news paper on 30/01/2017.
5. CA to District Magistrate, Uttar Dinajpur for kind perusal.
6. CA to Additional District Magistrate (Dev.), Uttar Dinajpur for kind perusal.
7. Spare copy for Office Notice Board.


Additional District Magistrate (Dev.)
Uttar Dinajpur

APPLICATION FORMAT

Affix
Passport size
recent colour
photograph
and sign
across

Name of the post applied for: _____

1	Name (in capital letters)				
2	Father's/ Guardians Name				
3	Present Address (with PIN & Contact no.)				
4	Permanent address				
5	Date of Birth (photo copy of birth proof attached)/...../.....			
6	Age (as on 01/01/2018)				
7	a) Educational Qualification (photo copy attached)	Examination passed	Board	Marks obtained	% of marks
8	Computer Knowledge (photo copy attached)				
9	Working Experience (photo copy attached)				

Date : _____

Place: _____

(Signature of the Candidate in full)