

Government of West Bengal
Office of the Project Officer-Cum-Dist. Welfare Officer
Backward Classes Welfare & Tribal Development
Murshidabad

EMPLOYMENT NOTICE

No. 1311/BCW/MSD/2017

Dated, Berhampore, the 28th July, 2017.

DISTRICT LEVEL SELECTION COMMITTEE, MURSHIDABAD (BCW & TD SECTION)
INFORMATION TO CANDIDATES

An Examination will be conducted by the District Level Selection Committee, Murshidabad (BCW & TD Section) for recruitment to the Post of 6(Six) Nos. of Data Entry Operator (Contractual) for a period of one year for the A) office of the P.O-cum-D.W.O , BCW&TD, Murshidabad B) Office of the Sub Divisional Officer, Jangipur (BCW & TD Section) C) Office of the Sub-Divisional Officer, Murshidabad, Sadar (BCW & TD Section) D) Office of the Sub-Divisional Officer Kandi (BCW & TD Section), E) Office of the Sub Divisional Officer Lalbagh (BCW & TD Section) and F) Office of the Sub-Divisional officer Domkal (BCW & TD Section). These posts are transferable & purely on contractual basis.

Candidates will be required to apply online in the website www.murshidabad.nic.in and www.bcmurshidabad.in on or before the closing date. The relevant particulars like qualification, age limit, pay & vacancy position under each category are stated in the following table. A candidate must also go through the instructions thoroughly and carefully before and at the time of submitting online application. Any omission / wrong information in this regard cannot be excused and will lead rejection of the application or candidature at any stage of the process without further intimation. The conditions prescribed cannot be relaxed.

Name of the Post	Qualification	Age	Vacancy	Pay
Data Entry Operator (contractual) for a period of one year	1. Must be a Citizen of India as defined in Part-II of Constitution of India. 2. A Graduate Degree from any of the University in India. 3. A Certificate on Certificate course in Computer Applications from any of the Recognized & affiliated Institution in India.	Upper age limit is fixed at 40 as on 01.01.2017. Age relaxation will be applicable for Sc/ST/OBC Candidates as per government Order .	Gen- 2 ,SC-1, ST-1, OBC(A) -1, Gen(EC) -1	Consolidated monthly remuneration 11,000/- (Rupees Eleven thousand only)

Date of Commencement of submission of online application: : 01.08.2017
Last date & hours of submission of online application : 15.08.2017
Admit Card to be downloaded & printed from the website on and from : 19.08.17.
Date of written Examination : 27.08.17.

Candidate shall have to bring one Photo Identity Card such as Epic Card, Madhyamik Admit Card, SC/ST/OBC Certificate etc. Candidates who do not follow the above instruction will not be permitted to appear in the written examination.

In any stage , if any statements made in the application be subsequently found false within the knowledge of the candidate , his/her candidature will be liable to cancellation, and even if appointed to a post on the result of this examination his/her service will be liable to be terminated and legal action as per law. Willful suppression of any material fact will also be similar dealt with. Candidate should take particular note that entries in their applications submitted to the selection committee must be made correctly against all the items which will be treated as final and no alteration or addition in this regard will be entertained after submission of the application.

Application not duly filled in or found incomplete or defective in any respect will be liable to rejection.

Particulars and certificate required:-

- (a) A candidate claiming to be SC/St/OBC must produce certificate in support of his/her claim issued by competent authority of West Bengal as specified below (vide the West Bengal SCs and STs Identification Act, 1994 and TW Department Order No 261-TW/EC/MR-103/94 dt. 06.04.1995 .) –
- (i) In the District, the Sub-Divisional Officer of the Sub-Division concerned.
 - (ii) In Kolkata, The District Magistrate, South 24 Pgs or such Addl. District Magistrate as may be authorized by the District Magistrate, south 24 Pgs in this behalf.
 - III) In Kolkata, DWO Kolkata.

No Claim of being a member of the SC, ST, and OBC will be entertained after submission of the online application initially otherwise.

- (b) The selection Committee, Murshidabad may require such further proof or particulars from the candidates as it may consider necessary and may cause enquiries about their character and other particulars regarding suitability and eligibility at any stage. Original certificates and self attested photocopies of certificates relating to citizenship (by registration), age ,qualification, castes(SC/ST/OBC) will have to be submitted when the District Level Selection Committee will ask for them afterwards. If any candidate fails to furnish any certificate or other relevant documents or information relating to his/her candidature within the time specified by the District Level Selection Committee, his/ her claim for appointment would be void & rejected without further reference to him/her.

Words of Caution:

- (1) The candidates must abide by the instructions as may be given by supervisors/invigilators at the examination hall. If the candidate fails to do so or indulge in disorderly or improperly conduct he/she will render himself /herself liable to expulsion from the examination hall and /or such other punishment as the selection Committee may deem fit to impose.
- (2) A candidate who has been reported against by the supervisor of the examination centre for violating any of the instructions will be punished with cancellation of candidature and also debarment from future examination and selection as may be decided by Selection Committee according to circumstances of the case.
- (3) Candidature of a candidate will be cancelled if he/she disclose his/her identity by writing his/her roll number or by putting any identifying marks inside the answer script.
- (4) Candidates having blindness are not eligible for this post.

Submission of more than one application is strictly forbidden. Submission of more than application for a single post is strictly forbidden. The candidature of a candidate, who submits more than one application for a single post for admission to the examination, will be cancelled even if he /she is eligible for the same.

A candidate should note that his /her admission for appearing at examination will be deemed provisional subject to determination of his /her eligibility in all respects. If at any stage even after issuance of the letter of appointment, a candidate is found ineligible, his/her candidature will be cancelled without further reference to him/her & his/her order of appointment will be void & cancelled accordingly.

No Candidate shall be allowed to take the examination unless he/she holds the Admit Card for the Examination.

Canvassing: Any attempt on the part of candidate to enlist support for his /her application through persons, officials of Governments or agencies will disqualify him/her for appointment. Specific recommendations from persons interested in the candidates, or otherwise known to them will be disregarded and will render the candidates ineligible.

Syllabus for Examination:-

- (1) Written Examination -50 Marks. Objective type ,OMR sheet based.(English language – 15 , Arithmetic – 10 & Computer Application -25) – for a period of 1(one) hour.
- (2) Trade Test- 35 Marks . (30 minutes). To be informed to the successful candidates of
- (3) Interview - 15 Marks. the written test.
- (4) Shall possess minimum 6000 (six thousand) depression per hour.

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

PO-cum-DWO,
BCW & TD, Murshidabad

Memo. No 1311/1(7)/BCW/MSD

Dated, Berhampore, the 28th July, 2017.

Copy forwarded for kind information to :-

1. Sri. Atonu Chatterjee, IAS, Commissioner, BCW Department, Administrative Building, DJ-4, 4th floor, Sector-II, Salt Lake, Kolkata-700091.
2. The Deputy Secretary to the Govt. of West Bengal, BCW & TD Department, Administrative Building, DJ-4, 4th floor, Sector-II, Salt Lake, Kolkata-700091 for kind perusal of the authority.
3. P.A to Principal Secretary, BCW & TD Department, Administrative Building, DJ-4, 4th floor, Sector-II, Salt Lake, Kolkata-700091 for kind perusal of the authority.
4. P.A to Commissioner, BCW & TD Directorate, 8 Lyons Range, Mitra Building, Kolkata- 700001 for kind perusal of the authority.
5. The DIO, NIC, Murshidabad.
6. C.A to District Magistrate, Murshidabad for kind perusal of the authority.
7. CA to Addl. District Magistrate (Dev.), Murshidabad for kind perusal of the authority.

PO-cum-DWO,
BCW & TD, Murshidabad