

**Govt. of West Bengal,
Office of the District Controller
Food & Supplies Department
Minority Bhavan (2nd Floor), Collectorate Compound,
Midnapore, Dist - Paschim Medinipur**

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Memo No: 2296/ DCM (W)/ 2021

Dated: 01.11.2021

NOTICE

ENGAGEMENT FOR THE POST OF "DATA ENTRY OPERATOR" (DEO) ON CONTRACTUAL HIRING BASIS AT DIFFERENT BLOCKS & MUNICIPALITIES AND OFFICES UNDER FOOD & SUPPLIES DEPARTMENT, PASCHIM MEDINIPUR.

In pursuance of the Order of the Joint Secretary to the Government of West Bengal , Food & Supplies Department, vide Memo No. 3575-FS/O/Sectt/IT-058/2014 (Part - I), dt. 04.10.2021 applications are invited **through online mode** for the post of Data Entry Operator (DEO) on contractual hiring basis for 6 (Six) months for the office of different Blocks & Municipalities and Offices under Food & Supplies Department, Paschim Medinipur.

Eligibility Criteria:-

Name of Post	Data Entry Operator (DEO).
Remuneration	Rs.13,000/- for a period of 6 (Six) months.
No. of the Post	32
Service Type	Purely Contractual Basis.
Age	Not below 18 years and not more than 40 years as on 01.10.2021.
Essential Qualification	Graduation with Certificate in Computer Application. Preference to PGDCA/B.Sc (Computer Science)/ BCA/DOEACC 'A' level course of three year duration or equivalent from recognized University/Institute. With skill in (a) installation, maintenance of application software & BDMS (b) Implementation Support.
Desirable Qualification	1. Minimum two years experience in computer related works. 2. Preferably a resident of the Paschim Medinipur district area.

Process of Application:

- A. The aspiring candidates are requested to apply online by accessing the website www.paschimmedinipur.gov.in . Application should be submitted **online from 02.11.2021 to 15.11.2021**. Application in any mode other than online will not be accepted.
- B. DEO will be selected by the selection committee. The decision of selection committee as regards shall be final & binding to all respects.
- C. The Data Entry Operator, so engaged by the selection committee will be appointed for a period of 6 Six) months.

D. Such engagement may be terminated by the appropriate authority at the completion of job or at the end of the project or unsatisfactory service or misconduct etc.

E. No TA/DA will be given.



1/11/21
**District Controller (F&S),
Paschim Medinipur**

Memo No: 2296/1(31)/ DCM (W)/ 2021

Dated: 01.11.2021

Copy forwarded for information to :

1. The District Magistrate, Paschim Medinipur.
2. The Additional District Magistrate (Food), Paschim Medinipur.
3. The Joint Secretary to the Government of West Bengal, Food & Supplies Department.
- 4-6. The Sub-Divisional Officer, Midnapore Sadar/ Kharagpur/ Ghatal.
7. The D.I.O., Paschim Medinipur - with request to upload the Paschim Medinipur district website for wide publication.
8. The D.I.C.O., - with request to arrange an advertisement in local news paper.
- 9-30. The Block Development Officer (All), Paschim Medinipur.
31. The Office Notice Board, Office of the District Controller (F&S), Paschim Medinipur


1/11/21
**District Controller (F&S),
Paschim Medinipur**