



Government of West Bengal
Office of the District Magistrate
South 24-Parganas
Information Technology Section
New Administrative Building, 3rd Floor, Alipore, Kolkata-700027.
Phone:- 033-24501379 , E-mail Id:- ocit.s24pgs@gmail.com

Notice

Applications are invited from eligible and interested candidates as Data Entry Operator (DEO) under District e-Governance Society (DeGS), South 24 Parganas on purely contractual basis.

Eligible and interested candidates are requested to submit the filled in applications in prescribed format available on the following web portal : <http://s24pgs.gov.in> within 10th July, 2018 up to 4:00 pm along with self-attested photocopy of Madhyamik Admit/Certificate, academic qualification mark sheet, computer certificate, work experience certificate to the District IT Section, South 24 Parganas, 3rd Floor, New Administrative Building, Alipore, Kolkata- 700027.

Detailed particulars are given below :

Particulars	Details
Name of the post	Data Entry Operator (DEO)
Number	Two
Remuneration	Rs. 11,000/- per month (consolidated)
Nature of the job	Purely contractual
Essential Qualification	<ul style="list-style-type: none">▪ Graduate in any discipline.▪ Certificate course from a recognized organization on Computer Application
Desirable	<ul style="list-style-type: none">▪ Experience on Web Application , Database , MS Word , Excel , Powerpoint etc.
Age limit	Not below 18 years and not above 40 years as on 1 st July, 2018
Important Dates	
Last date of submission of application	10 th July, 2016 (up to 4:00 pm)

DE
02/7/18
Officer-in-Charge (IT)
South 24 Parganas

Application for Data Entry Operator (DEO) under DeGS, South 24 Parganas

(Fill up application in capital letter)

Paste colored
passport size
photograph with
crossed signature

Name :
(Last Name) (Middle Name) (First Name)

Father's / Husband's Name :

Date of Birth :

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Date Month Year

Age as on 1st July, 2018 :

Gender :

Male	Female	Other
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(Please ✓ the appropriate cell)

Nationality :

Marital status :

Married	Unmarried	Single
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(Please ✓ the appropriate cell)

Language Known :

Sl No.	Language	Read	Write	Speak
1	English			
2	Bengali			
3	Any other			

(Please ✓ the appropriate cell)

Present address :
.....

Permanent address :
.....

District :

State :

Pincide :

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Mobile Number :

e-mail Id :

• Educational Qualification :

Examination	Name of the Board / Institute	Year of Passing	Percentage/ Grade	Division
Madhyamik / 10 th Std.				
Higher Secondary / 12 th Std.				
Graduation				

• Computer Courses :

Examination	Name of the Institute	Year of Passing	Percentage/ Grade	Division

• Work Experience :

Name of the Organization	Designation	Period of Work	Nature of work

Declaration :

I hereby declare that all the information are furnished above are true and correct to the best of my knowledge and belief.

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Signature of the candidate