

Government of West Bengal
Office of the District Magistrate, Birbhum
Rupashree Prakalpa, Birbhum

SI No	Name of the Post & Qualification	No of Vacancy	Category wise vacancy position	Job Responsibility	Age as on 01-01-2019	Remuneration per month (Rs.)
1	<p>Data Entry Operator (Sub Division & Block)</p> <p>On yearly contract basis</p> <p>*Graduate in any discipline</p> <p>*Working Knowledge of Computer and ability to work in MS Office Packages (MS-Word, MS-Excel, MS Power Point)</p> <p>*Must have Typing Speed of 30 wpm in Keyboard.</p> <p>*Minimum 1 years of working experience in any Government or Non-Government Organisation.</p>	22 (Twenty Two)	U.R- 03, U.R(EC)-04, U.R (Ex-Serviceman)-03, UR(Person with disability)-01, S.C- 03, S.C(EC)- 01, SC(Ex-serviceman)-02, S.T- 01 OBC-A- 01 OBC-A(E.C)-01, OBC-B-01 OBC-B(EC)-01	To do the work of data entry, report preparation and compilation etc.	Not less than 18 years and Not more than 40 years as on first date of the year of publication of advertisement. Candidates belonging to scheduled Caste & Scheduled Tribes and Backward Classes shall be entitled to concession of five years and three years over the prescribed age limit respectively..	11,000/- (Consolidated)

Mode of Selection & Other terms & Conditions:-

- Any applicant can apply for one post only at a time i.e . **Accountant or Data Entry Operator**
- Candidates from SC, ST Communities will get age relaxation of 05 years and OBC community will get relaxation of age 03 years as applicable as per rule over the prescribed age limit.
- Engagement will be made on purely on yearly basis contract.
- Separate Panel shall be prepared for each Post in the ratio of 1 : 5. This panel shall be valid for one year only.
- For retired employee upper age limit will be 64 years as on 01-01-2019 for the post of Accountant only.
- Qualification as stated in the table must be possessed by the candidate on or before the publication of the advertisement. If it is found during verification on testimonials at any stage that candidate has acquired qualification as stated above at any date after date of publication of this advertisement, his/her candidature shall be summarily rejected.
- In case of regular / contractual employee NOC from current employer is required during viva.
- Any type of canvassing/ improper contact will result in immediate rejection of application.

