

**ABRIDGE NOTICE FOR SELECTION OF DATA ENTRY OPERATOR IN TREASURY OFFICE,
MALDA TREASURY, MALDA**


NOTICE

Applications are invited from the eligible candidates for Data Entry Operator,
Malda Treasury

Section	Post (Contractual Basis)	No. of Post
Treasury	DATA ENTRY OPERATOR	01(One)

For details visit www.malda.gov.in or Office of the District Magistrate, Malda,
General Establishment Section, Malda Collectorate, Malda.

LAST DATE OF RECEIPT OF APPLICATIONS: 27/12/2018 (UPTO 5.00 P.M)


Additional District Magistrate (Genl.)
Malda

APPLICATION FORMAT

To
The District Magistrate & Collector, Malda
General Establishment Section,
Malda Collectorate,
Malda - 732101.

Passport Size
Photograph
[Self Attested]

Sub: Application for the Post of Data Entry Operator.

1. Name in Full (In Block Letter). :
2. Fathers' Name. :
3. Date of Birth. :
4. Educational Qualification. :
5. a) Correspondence Address. :
- b) Permanent Address. :
6. Contact Number. :

Date :

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Full Signature of the Applicant.

N.B. : Self addressed envelope containing requisite Postal Stamp alongwith photocopy of Supporting Documents duly Self Attested must be enclosed with the Application.

**DETAILS FOR RECRUITMENT TO THE POST OF DATA ENTRY OPERATOR IN THE
TREASURIES OF MALDA TREASURY PURELY ON CONTRACTUAL AND
TEMPORARY BASIS**

1. Name of the Post. : Data Entry Operator.
2. No. of the vacancy. : 01 (One)
3. Educational Qualification. : Applicant has to possess a **degree in graduation with at least 'O' level certificate in Computer Application.**
4. Terms & Condition. : Engagement shall be purely on contractual basis / temporary basis for a period of 01 (one) year. This can be renewed at satisfactory performance by the Finance Department on recommendation of the District Magistrate.
5. Consolidated Pay. : a) Consolidated remuneration of Rs. 11,000/- P.M.
b) Annual increment benefit will be @ Rs. 500/- to each operator for the first 05 (five) years and then @ Rs. 600/- thereafter. This is subject to continuous satisfactory service.
6. One copy of self attested colour photograph to be pasted on the application Form.
7. Incomplete application Form or without supporting documents shall be outright rejected.
8. Mode of Examination. : The engagement will be done through written test followed by Computer test and interview. i.e, Written test will be of 40 Marks comprising English (10 Marks), Mathematics (10 Marks), General Knowledge (10 Marks) & Computer (10 Marks).
Time: 01 (One) hour.
Computer Practical Test and Interview will be of 30 Marks each.
9. Application should reach by : ~~27/12/2018~~ by 5.00 P.M. and recruitment procedure to be held on 10/01/2019
10. No application will be entertained if received after scheduled date and time.
11. Application with supporting documents should either be submitted by hand or through by post addressed to the District Magistrate & Collector, Malda, General Establishment Section, Malda Collectorate, Malda - 732101.
12. A self addressed envelope with requisite postal stamp be submitted alongwith the application.
13. The envelope containing the application form and self addressed envelope must bear the name of the post applied for i.e "Data Entry Operator for Malda Treasury".


Additional District Magistrate (Genl.)
Malda