



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE, DARJEELING  
ELECTION SECTION

Memo No .....752...../Elec

Dated: 24-12-2012.

To  
The Sub Divisional Officer,  
Darjeeling / Kalimpong/ Kurseong/ Siliguri.

The Block Development Officer,  
Darjeeling Pulbazar/ Jorebunglow Sukhiapokhir/ Rangli Rangliot / Mirik/ Kurseong/  
Kalimpong-I/ Kalimpong II/ Gorubathan /Matigara / Naxalbari / Khoribari/ Phansidewa/


The District Information Officer,  
District Information & Cultural Affairs Department,  
Darjeeling.

The Employment Officer,  
Darjeeling.

**Sub:** Recruitment of Data Entry Operators..

With reference to the above cited subject enclosed please find herewith the a **NOTICE** along with its enclosure for necessary wide publicity at your office notice board for general information to the public for the appointment of Data Entry Operators. A copy of application form is also enclosed herewith which may be issued to the intending candidate.

**Encl: As Stated Above**

  
for District Magistrate  
and  
District Election Officer  
Darjeeling

Memo No .....752(2)/1...../Elec

Dated: 24-12-2012.

The District Informatics Officer, N.I.C., Darjeeling is requested to upload the enclosures sent herewith in the website [www.darjeeling.gov.in](http://www.darjeeling.gov.in) for general information.

  
for District Magistrate  
and  
District Election Officer  
Darjeeling



## NOTICE

Application are invited from eligible candidates to the post of Data Entry Operator under Election Setup of the District Magistrate and District Election Officer, Darjeeling

- Data Entry Operator : 5(Five) Post (1 SC, 1 ST, 3 Gen)
- Essential Qualification :
  - a. 10 + 2 passed and DOEACC O Level passed
  - b. Knowledge of Nepali and Bengali (Read, Write and Speak)
  - c. Nepali/ Bengal Typing
  - d. 1 year's practical experience in data entry.
- Age : 37 years on 1<sup>st</sup> January 2012.
- Last Date of receiving of application 18<sup>th</sup> January, 2013 within 4:30 PM.
- Documents required – Eligible candidate shall submit the application to the District Magistrate (Election Section), Darjeeling by post or person within 18<sup>th</sup> January, 2013 till 04:30 PM. Two identical coloured passport size photograph, Certificate of Age proof, Academic Qualification, Technical Qualification, Experience, EPIC/ alternative photo bearing documents and oneself addressed envelope with Rs 40/- stamp affixed
- Details of advertisement can be seen in the website [www.darjeeling.gov.in](http://www.darjeeling.gov.in)

**Note:** The Appointing Authority shall have the right to accept or reject any candidature without specifying the reasons thereof.

Sd/-  
District Election Officer  
Darjeeling



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT ELECTION OFFICER**  
**DARJEELING**

**RECRUITMENT NOTICE FOR - DATA ENTRY OPERATOR**  
**DISTRICT - DARJEELING**

Application are invited from eligible candidates to the post of Data Entry Operator under Election Setup of the District Magistrate and District Election Officer, Darjeeling under the Government of West Bengal, and one post in each sub division and Headquarter of the Darjeeling District, i.e., Darjeeling, Kurseong, Kalimpong and Siliguri.

1. Name of the Post : Data Entry Operator  
2. Scale of Pay : Pay Band – 2 (Rs 5,400/- – 25,200/-)  
with Grade Pay Rs 2600/-  
3. Department with Address : District Election Department  
Office of the District Magistrate, Darjeeling  
Kutchery Compound, Darjeeling 734101  
4. Number of Post : 5 (Five) (1 – SC, 1 – ST, 3 – Gen)  
5. Qualification : a. 10 + 2 Passed  
b. DOEACC 'O' LEVEL PASSED  
c. Bengali Typing (Nepali Typing for three Hill Sub Division)  
d. Knowledge of Bengali (Nepali for three Hill Sub Division)  
6. Desirable : 1 (One) year practical experience as Data Entry Operator in any reputed organizations  
7. Age : Not more than thirty years on the 1<sup>st</sup> day of January, 2012 provided provision of the West Bengal Services (Raising of Age limits) Rule, 1981 in force for the time being shall be applicable.

Application on plain paper as per proforma with attested relevant documents will be received within 18.01.2013 (Office Hours) by post or drop box to the District Election Section, District Magistrate and District Election Office, Darjeeling 734101

The following distribution of marks has been approved by the selection committee:

- a. Written Examination : 50 marks  
b. Practical Examination : 30 marks  
c. Interview : 20 marks

Total Marks : 100 marks

One self addressed envelope with Rs 40/- stamp affixed.

**SCHEDULE**

Last Date of receiving applications	18.01.2013
Date & Venue of written, practical examination and interview	Will be communicated through Admit Card and also notified in District Website

**Note:** The Appointing Authority shall have the right to accept or reject any candidature without specifying the reasons thereof.

District Magistrate  
and  
District Election Officer  
Darjeeling

To

The District Magistrate  
And  
District Election Officer  
Darjeeling

Color Passport  
Photograph  
with self  
attestation to be

Sir,

As per your Advertisement dated ..... in the ..... (Newspaper/  
District Web Site) for the post of "Data Entry Operator" in Election Setup of the Darjeeling District, I submit  
my BIO DATA for the same.

- 1. Name of the Candidate (in capital letters) : .....
- 2. Fathers Name : .....
- 3. Address (Full) : .....
- 4. Date of Birth : .....
- 5. Academic Qualification : .....
- 6. Technical Qualification : .....
- 7. Experience : .....
- 8. Category : .....
- 9. Sex (Male/ Female) : .....
- 10. Nationality : .....
- 11. Employment Exchange Card No. (if any) : .....
- 12. Contact Details : Mobile .....
- Landline .....
- Email Id .....

I declare that all of the above information is true to the best on my knowledge and belief. All relevant documents are attached herewith.

Place:

Date:

Yours faithfully,

[Signature of Applicant]

- Enclosure:
- 1. Two identical coloured passport size photograph
  - 2. Copy of Certificate of Age proof
  - 3. Copy of Certificate of Academic Qualification
  - 4. Copy of Certificate of Technical Qualification
  - 5. Copy of Certificate of Experience
  - 6. Copy of EPIC/ alternative photo bearing documents
  - 7. One self addressed envelope with Rs 40/- stamp affixed

*All Xerox copy must be attested by any Gazetted Officer*