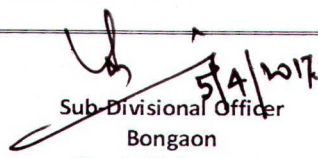


**Government of West Bengal
Office of the Sub- Divisional Officer
Bongaon, North- 24 Parganas**

NOTICE

In pursuance of approval accorded by the appropriate authority applications in plain papers are invited from the eligible candidates for the post mentioned hereunder :-

1	Name of the Post	Data Entry Operator (DEO) on contractual basis for Motor Vehicles Section of Bongaon Sub-Division office No. of Vacancy:- 01 (One)	Contractual Dealing Assistant for Motor Vehicles Section of Bongaon Sub-Division office Vacancy:- 02 (Two)
2	Qualification	Graduate in any branch with certificate in computer application. At least 03 (Three) years Experience in Computer Data Entry. Computer typing speed of 30 WPM.	Higher Secondary with elementary knowledge of computer Retired employee of Government /Semi Government Organisation
3	Age	18 years to 40 years, for SC/ST candidates the age limit is relaxed upto 45 years and for OBC/PH candidates it is upto 43 years in terms of Finance Deptt. Notification No. 11653-F (P) dated 30.12.2011.	Above 30 years but not more than 64 years on the date of interview.
4	Amount of professional fees	Rs.7000.00 per month on No work No Pay basis	Rs.10000.00 per month on No work no pay basis
5	How to apply	Application must be made in plain paper with detailed bio-data showing educational and professional qualifications accompanied by :- a) Photocopies of all testimonials- self attested. b) Voters Identity Card- self attested. c) Two copies of passport size photographs. Applications as mentioned above shall be submitted to the Sub-Divisional Officer, Bongaon (Room No.11) by 18/04/2017 (upto 5:30 p.m) on any working day during working hours of the office. Envelope containing application shall be super scribed as : APPLICATION FOR THE POST OF Data Entry Operator (DEO) on contractual basis for Motor Vehicles Section of Bongaon Sub-Division office	Application must be made in plain paper with detailed bio-data showing educational and professional qualifications accompanied by :- a) Photocopies of all testimonials- self attested. b) Voters Identity Card- self attested. c) Two copies of passport size photographs. d) Photocopies of PPO Applications as mentioned above shall be submitted to the Sub-Divisional Officer, Bongaon before appearing in the walk-in-interview
6	Mode of selection & Others	1. This is purely temporary in nature and there will be no scope of permanent absorption. 2. Proficiency test on data entry in computer will be held on 27/04/2017, 12:00 noon onwards or any other day (to be intimated in due course) followed by interview in the office of the Sub-Divisional Officer, Bongaon 3. Initially the period of contract will be 06(Six) months.	1. This is purely temporary in nature and there will be no scope of permanent absorption. 2. Walk-in-Interview will be held on 19/04/2017, 12:00 noon onwards or any other day (to be intimated in due course) in the office of the Sub-Divisional Officer, Bongaon 3. Initially the period of contract will be 06(Six) months.


Sub-Divisional Officer
Bongaon
North 24 Parganas

No. 518/11 /MV/SDO.BGN /CEN.

Date 05 / 04 / 2017

Copy forwarded for information and wide publicity to:-

1. Additional District Magistrate (General), North 24 Parganas.
2. Additional Executive Officer, North 24 Parganas Zilla Parishad.
3. Regional Transport Officer, North 24 Parganas
4. District Informatics Officer, NIC, North 24 Parganas with a request to publish this notice along with prescribed format for application in www.north24parganas.gov.in.
5. District Project Officer, Sarba Siksha Mission, North 24 Parganas.
6. Officer-in-Charge, Mid-Day Meal Section, North 24 Parganas.
7. Block Development Officer, Bongaon/ Bagdah/ Gaighata.
8. **Employment Exchange Officer, Bongaon, with a request to take necessary action for publication of this notice through employment bank.**
9. Chairman, District Primary School Council, North 24 Parganas.
10. Chairperson, Bongaon Municipality.
11. Office Notice Board.


5/4/2017
Sub-Divisional Officer
Bongaon
North 24 Parganas