



Government of West Bengal
Office of the Collector, Paschim Medinipur
Establishment Section

Memo No: 1538 /Estt.

Dated:- 12/10/2018

Fax No. 03222-297539

email: establishmentmidwest@gmail.com

EMPLOYMENT NOTICE

Applications are invited online from the Indian Citizens within the age group 18-40 as on 01.10.2018 in the given format and available in the district website (www.paschimmedinipur.gov.in). For filling up the contractual post under Sub-Division and District level as hereunder

The post is purely contractual and temporarily for nature for one year and is likely to be renewed for further year / years as per requirement of the Finance Department, WB and satisfactory service of the employee.

Details of the post:

Name of post	No. of post vacant	Consolidated contractual remuneration per month	Qualification required
Data Entry Operator	01	Rs.11,000/-	Graduate with 'O' level certificate from DOEACC (Erstwhile) or from NIELIT. Higher qualification like 'A' / 'B' / 'C' level or Diploma Engineers with computer or I.T. or BCA/B-Tech/B Sc. Hons. In computer is also allowed.

The applicant must have possessed the required Qualification on or before the date of publication of this advertisement.

Application should only be made online available in the website "www.paschimmedinipur.gov.in".

The selection will be made on the basis of written test, computer test and interview.

The date, time, venue and syllabus of examination will be displayed in the above mentioned website in due course.

The no. of posts may vary than it is shown above.

Mere application doesn't confer any right to be called for the examination and got selected for the post.

The short listed candidates for interview should bring the document in original and self-attested photocopies (for submission) in respect of identity proof, academic qualification, date of birth, certificate on knowledge in computer and experience certificate for verification.

Canvassing in any form is strictly prohibited and may result in cancellation of candidature.

The Selection Committee reserves the right in all circumstances for any modification if required.

Only one application should be submitted by an applicant. Written and computer test examination against the posts may be held on a single day and time.

The authority reserves the right to reject any application without assigning any reason. The application may be rejected due to reason of a) Incomplete application, b) Age criteria, c) Required educational qualification, d) Without proper photography and signature, e) Any other essential criteria required as per the advertisement etc. & f) canvassing in any form.

Application in any mode other than online will not be accepted.

Commencement of submission of online application : 01.11.2018, 12:00 noon

Closing date for submission of online application: 20.11.2018, 12:00 midnight.


District Magistrate
Paschim Medinipur

Memo No: 1538 (8)/Estt.

Dated:- 12/10/2018

Copy forwarded for information and taking necessary action to:

- 1) The Superintendent of Police, Paschim Medinipur
- 2) The Additional District Magistrate (Genl./Dev./LR/ZP), Paschim Medinipur
- 3) The Sr. Superintendent of Post Offices, Paschim Medinipur with request to send to all his subordinate offices.
- 4) The Sub-Divisional Officer, Medinipur Sadar / Kharagpur / Ghatal, Paschim Medinipur
- 5) The DIO, NIC, Paschim Medinipur with request to upload the notice in the district website and arrange for provision of applications in the given format online by the applicants during the period mentioned. It should be checked that the site is working during the period (01.11.2018 to 20.11.2018) even on holidays.
- 6) The DICO, Paschim Medinipur with request for wide publicity.
- 7) The BDO (All) with request to send copies to Block level offices and Gram Panchayats.
- 8) Notice Board.


District Magistrate
Paschim Medinipur
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12/10/18