

Government of West Bengal  
Office of the District Magistrate, Purulia  
Land Acquisition Department

Memo No. 782 /LA

Date 20 / 12 /2017

**RECRUITMENT NOTICE**

In pursuance Letter No. 7137(4)-LA/2R-39/09, dated 31/12/2010 & No. 2199-LA-III/1E-42/07, dated 30/07/2015 applications are hereby invited for engagement in the following contractual post mentioned below in connection with implementation of Building (widening/four laning etc) maintenance, management and operation of National Highway – 32 by the Land Acquisition Department in Purulia District.

Name of the Post	No. of vacancy	Essential qualification	Desirable qualification & experience	Monthly remuneration
Data Entry Operator (Contractual)	1 No.	1) Graduation of any stream (10+2+3) with certificate in computer application. 2) Six (6) months computer course certificate	(a) Experience in other computer application. (b) Experience in e-Governance etc	Rs. 11,000/- per month (consolidate)

**Eligibility Criteria:-**

1. Must be the citizen of India.
2. **Age:** More than 18 years, must not be above 35 years (as on 01/01/2018).
3. **Desirable:-** Previous work experience as Computer Operator/Data Entry Operator in any Government/Government Undertaking/Local Government Authority.
4. **Recruitment Procedure: A Test of 100 marks will be conducted** (a) Type Test – 90 marks (disable typing speed in 30 words per minute, (b) Viva-Voice – 10 marks (conducted by three members selection committee handed by Additional District Magistrate (LA), Purulia.
5. **Date** of Type test and viva voice will be communicated through e-mail/ordinary post. If any candidate is unable to obtain letter, may contact the office of the Land Acquisition Department, Purulia, for information regarding this by 16/01/2017 during office hour.
6. **Tenure of service:-** The engagement shall be purely temporary on contractual basis for a period of one year or till completion of the project., which ever may be earliest.

**Procedure for submitting application:-**

7. Applications are invited in prescribed format, available at Land Acquisition Office/to be downloaded from district website ([www.purulia.nic.in](http://www.purulia.nic.in)).
8. Application should content Photocopy of documents regarding educational qualification, age proof, computer knowledge certificate and experience certificate (if applicable) to establish the desirable qualifications.

9. Self attested photocopy of documents of eligible criteria to be attached with the application.
10. 2 (Two) self attested photograph too be attached with the application.
11. Single copy of self attested EPIC/Aadhar/Driving License/ PAN Card (any one available) to be attached with the application, as proof of residence, identity and nationality.
12. The Additional District Magistrate (LA) & C.A.L.A., Purulia shall reserve the right to terminate the contract with one month notice. The selected candidates will have to execute an agreement for this purpose.
13. No TA/DA is admissible for appearing the test.
14. Application may be submitted on & from 20/12/2017 at 11:00 a.m. in a drop box, kept at this office Chamber of Special Land Acquisition Officer, 2<sup>nd</sup> Floor, New Treasury Buildings, Purulia Collectorate, Purulia.
15. Last date of submission of application in person is 08/01/2018 upto 05:00 p.m. and upto 05:00 p.m. on 09/01/2018 (by post). Application received beyond the last date will not be considered.
16. Application for the post of Data Entry Operator to be mentioned in the envelope.
17. Date of Type test and viva voice will be held on 18/01/2018 from 11:00 a.m.
18. Candidates are requested to bring all original testimonials and one set attested photocopy of all testimonials on 18/01/2018 at 10:30 p.m.

  
District Magistrate  
Purulia

Memo No. 782/13 /LA

Date 20/12 /2017

Copy forwarded for kind information with a request to arrange for wide publicity to:-

1. The District Judge, Purulia.
2. The Superintendent of Police, Purulia.
3. The Additional District Magistrate (Gen)/(Dev)/(LR)/(PZP), Purulia.
4. The Project Director, DRDC, Purulia.
5. The Sub-Divisional Officer, Purulia/Raghunathpur/Jhalda/Manbazar.
6. The Treasury Officer, Purulia/Raghunathpur.
7. The P.O. Cum D.W.O., B.C.W., Purulia.
8. The DP & DRDO/DNO, MGNERGA/DPLO/DYO/District Manager, Dev. & Finance Corpor/DPO, SSM, Purulia.
9. The Officer-in-Charge Election General/JM/RM, Purulia.
10. The Nezarath Deputy Collector, Purulia.
11. The District Information & Cultural Officer, Purulia.
12. The all Block Development Officer
13. The DIO, NIC with request to publish this notice in the website [www.purulia.nic.in/www.purulia.gov.in](http://www.purulia.nic.in/www.purulia.gov.in).

  
District Magistrate  
Purulia



# APPLICATION FORM FOR "DATA ENTRY OPERATOR" FOR LAND ACQUISITION DEPARTMENT, PURULIA

Please fill-up the application in CAPITAL LETTERS in OWN HAND WRITING with Black/Blue Ball Point Pen  
(Recruitment Notice No.: \_\_\_\_\_, dated \_\_\_\_\_)

1. Name of the post applied for : \_\_\_\_\_
2. Name of the Candidate : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Husband's Name : \_\_\_\_\_
5. Age (as on 01/01/2018) : \_\_\_\_\_
6. Date of Birth : \_\_\_\_\_
7. Gender (Male/Female) : \_\_\_\_\_
8. Present Address/Postal Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Permanent Address : \_\_\_\_\_  
(Please mention Name of Block/Municipality) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Category (General/OBC(A)/OBC(B)/SC/ST : \_\_\_\_\_
11. Telephone/Mobile No. : \_\_\_\_\_
12. E-mail ID : \_\_\_\_\_
13. Nationality : \_\_\_\_\_
14. Religion : \_\_\_\_\_
15. Education Qualification : \_\_\_\_\_
16. Knowledge of Computer : \_\_\_\_\_
17. Experience if any : \_\_\_\_\_
18. Residency Proof : \_\_\_\_\_

I hereby declare that I am a resident of address as given under point no. (7) and the entire document and all information submitted in this application form are true to the best of my knowledge and belief. I understand that if any of the information is found untrue, my application will stand cancelled and criminal action will be taken against me.

Date:

Place:

\_\_\_\_\_  
(Signature of the Candidate)