

Government of West Bengal
Office of the District Magistrate & Collector,
Burdwan

NOTICE

for WALK- IN - INTERVIEW

A "Walk-in-Interview" will be held on **16.12.2014** for engagement of **Data Entry Operator (DEO) for Treasuries & Contractual Clerical Assistant' (CCA)** respectively purely on contract basis from the retired Govt. employees having age below 65 (sixty five) years as on date of publishing of this notice thus, the age of a retired employee should not be exceeded 62 years on the scheduled date of joining in the said post. Candidates belonging to Burdwan District will be given preference in selection. Computer knowing candidates shall be given preference for DEO **and for CCA** candidates shall have practical knowledge (Words & Excel) in computer. The intending candidates are required to submit application before the Board of Selection on or before the date as shown below along with photocopy of each relevant document, duly attested by a Gazetted Officer. Please bring the original documents with a recent passport size photograph for verification by the Selection Committee on the date of interview.

Documents:

1) Proof of Date of Birth 2) Proof of the ordinary residence (certificate issued by G.P .Pradhan / Chairman of Municipality / Mayor, Municipal Corporation / SDO / BDO / EPIC 3) PPO / Pension document 4) Experience Certificate from the previous employer. 5) Proof of Educational Qualification. 6) Proof of knowledge in Computer.

Sl.No.	Name of Post	No. of vacant post	Consolidated Contractual Remuneration	Date & Time of Interview	Time and Place of reporting
1	Data Entry Operator (with three years' Treasury experience)	03	Rs. 10,000=00 (Rupees Ten thousand) p.m only.	16/12/2014 at 11 AM onwards.	16/12/2014 at 10.00 A.M. at Angikar Hall (1 st floor),Burdwan Zilla Parishad,
2	Contractual Clerical Assistant	14	Rs. 10,000=00 (Rupees Ten thousand) p.m. only.	16/12/2014 at 11 AM onwards.	16/12/2014 at 10.00 A.M. at Angikar Hall (1 st floor),Burdwan Zilla Parishad,

The candidates for the post of **D.E.O. & CCA** will submit application in the **Box** separately to be kept in the office chamber of the **Office Superintendent, Burdwan Collectorate.**

Last date for submission of application 10/12/2014 upto 3.30 p.m. except Saturday, Sunday & Holiday.

The selection will be made by a District Level Selection Committee. Order & decision of the Committee as regards selection and posting shall be final.

No TA/DA is admissible for appearing the Walk-in-Interview for engagement in the post.

For application format please log on to [http:// www.bardhaman.nic.in](http://www.bardhaman.nic.in) or please see the Notice Board of Dist. Magistrate's Office, Burdwan (Establishment Section).

Date- 19.11.2014

Sd/-
District Magistrate & Collector,
Burdwan

Attachment of Memo.No.2539 dt. 19.11.2014

APPLICATION FORMAT

To

The District Magistrate & Collector, Burdwan

(Establishment Section)

1. Name in full (in block letter) :
2. Full Residential Address with phone no. :
3. PPO No. :
4. Last Pay drawn :
5. Qualification (Computer Literacy & others):
6. Date of birth :
7. Date of retirement :
8. Experience :
9. Last Place of posting (Office name) with designation:

**** For sl. nos. 2, 3, 5, 6, 8 - Original documents to be produced at the time of interview and attested photocopies to be submitted with the application.**

Date :

Full Signature of the applicant.

O/O the D.M. Burdwan

Walk-in-Interview

For engagement of D.E.O and C.C.A. (both contractual) from the retired Govt. employees please visit www.bardhaman.nic.in and Notice Board of this office.

Last date of application :- 10.12.2014

Sd/-

Attachment of Memo.No.2538 dt. 19.11.2014