# GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT COLLECTOR,
COLLECTORATE AVENUE, JALPAIGURI, 735101.

## CORRIGENDUM NOTICE

**Memo. No.** 436/Estt/DL&LRO/JAL/24          **Dated:** 06 / 12 /2024

Applications are invited for engagement of 05 (five) Data Entry Operator in the offices of B.L&LR.O. S.D.L&L.R.O and D.L& LR.O in Jalpaiguri District vide Order No. 206-Estt/13099/11/19 Dt. 16.01.2024 on purely temporary and contractual basis. Professional fee /Remuneration (Consolidated) will be applicable as per the order of the Finance Deptt., Audit Branch, Govt. of West Bengal vide G.O. No. 5859-F(Y). Dtd.22.07.2013 of the Finance Department, Audit Branch, Govt. Of West Bengal and No.206-Estt/13099/11/19. dated. 16/01/2024 of the Secretary, L&LR and RR&R Dept. Govt. of West Bengal.

| Sl. No. | Vacant Post/ Designation | Minimum Qualification & Experience | Professional Fee per month |
|---------|--------------------------|-----------------------------------|----------------------------|
| 1 | 05 (five) Data Entry Operator | Graduate with Certificate in Computer application and proficiency in Microsoft Word, Excel and basic internet applications. | Rs. 13,000/- |

**General Instructions:**

**1.** The engagement is purely temporary and on contractual basis initially for a period of three years as a special case. Renewal beyond three years will be subject to satisfactory performance.

**2.** All the above-mentioned qualification should be complete before the date of advertisement for the post.

**3.** Applicants must be between 21 and 45 years old and must be a permanent resident of Jalpaiguri District.

**4. Mode of Selection:** (1) Screening of documents, (ii) Computer Test, (iii) Interview

**5. Documents:** 1) EPIC 2) AADHAAR Card 3) Graduation Certificate/Final Marksheet 4) Two copies of recent Passport size photo 4) Certificate in Computer Application 5) Certificate regarding work experience, if any.

**6. Application:** The applicant must submit the application through district website (https://jalpaiguri.gov.in) from 10th December 2024 to 13th December 2024.

After scrutiny, the names of the shortlisted candidates download Admit card from District Website (https://jalpaiguri.gov.in) by 19.12.2024. They will be informed in the District Website regarding the dates and time of the computer test and interview, which may tentatively be held between 26th to 30th December, 2024.

**Candidates must carry Original Copy of** 1) Govt. Photo Identity Card (EPIC/ Adhaar etc.) 2) Graduation Certificate / Final Marksheet 3) Two copies of recent Passport size photo 4) Certificate in Computer Application 5) Certificate regarding work experience, if any, 6) Admit Card 7) Application Copy during the time of Computer Test and Interview for verification. No TA/DA is admissible.

Additional District Magistrate (LR),
Jalpaiguri

**Memo. No.** 436 /1(7)/Estt/DL&LRO/JAL/24                 **Dated:** 06/ 12 /2024

Copy forwarded for kind information to: -

1) The Secretary & L.R.C, L & LR and R.R & R Deptt., Govt. Of West Bengal, NABANNA, b 325, Sarat Chatterjee Road, P.S.- Shibpur, Howrah-711102
2) The D.L.R& Sand Jt. L.R.C., West Bengal, 35, Gopal Nagar Road, Alipore, Kolkata-700027
3) The ADM & DL&LRO, Jalpaiguri.
4) The DIO, NIC, Jalpaiguri with request to publish the notice in the District Website. (Draft copy of Notice is enclosed).
5) The Dy. D.L & L.R.O, Jalpaiguri.
6) The D.I.C.O, Jalpaiguri for wide publication in at least two local newspaper (One Bengali & One English).
7) Office Notice Board, Collectorate Office.

Additional District Magistrate (LR),
Jalpaiguri