

**Government of West Bengal**  
Food & Supplies Department  
11A, Mirza Ghalib Street, Kolkata – 700 087

No. 1019 -FS/O/Sectt/Food/4M-13/2014

Dated : 12.03.2020

**NOTICE**

Applications are invited from intending candidates for engagement as "Data Entry Operators" as per provisions of Finance Deptt. Order No. 5859-F(Y) Dt. 22.07.2013 read with Order No. 1032-F(P2) Dated 08.02.2019. at the offices under Food & Supplies Department as mentioned below. The engagement is purely temporary basis and the period of engagement will be till 30.09.2020 from the date of joining. The selected candidate will have to sign an agreement in this regard.

| Designation               | Minimum Qualification & Experience   | Consolidated Professional Fees per month |
|---------------------------|--|--|
| Date Entry Operator (DEO) | Graduation with Certificate in Computer Applications for at least six months from a recognized Institution. Proficiency in Microsoft Word, Excel and basic applications of Internet. | Rs. 13000/-                              |

The candidate should be resident of the district/sub-division where he/she is applying as stated below.

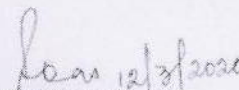
The intending candidates may submit application in prescribed format along with copies of educational/professional qualification and job experience to the DCF&S office of the concerned district on or before **23.03.2020 by 3.00 pm.**

The selection of candidate will be based on a "Selection Test" to be conducted by the concerned district authority and marks will also include the educational qualifications, professional qualification and job experience, if any.

Offices for which applications are invited:-

| Sl. No. | Name of Office for engagement | Number of Post | District Head Office where application has to be submitted | Sub Division to which the candidate belongs |
|---------|-------------------------------|----------------|--|---|
| 1       | SCF&S, Haldia                 | 1              | DCF&S, Purba Medinipur                                     | Haldia                                      |
| 2       | SCF&S, Contai                 | 1              | DCF&S, Purba Medinipur                                     | Contai                                      |
| 3       | DCF&S Uttar Dinajpur          | 1              | DCF&S, Uttar Dinajpur                                      | Raigunge                                    |
| 4       | SCF&S Sreerampore             | 1              | DCF&S, Hooghly   | Sreerampore                                 |
| 5       | SCF&S Diamond Harbour         | 1              | DCF&S, 24 PGNS (South)                                     | Diamond Harbour                             |
| 6       | SCF&S Kakdwip                 | 1              | DCF&S, 24 PGNS (South)                                     | Kakdwip                                     |
| 7       | D/DDPS HQ                     | 1              | DCF&S, 24 PGNS (South)                                     | Kolkata/ Alipore                            |
| 8       | SCF&S, Ranaghat               | 1              | DCF&S, Nadia   | Ranaghat                                    |
| 9       | DCF&S, Nadia                  | 1              | DCF&S, Nadia   | Krishnagar Sadar                            |
| 10      | SCF&S, Jalpaiguri Sadar       | 1              | DCF&S, Jalpaiguri  | Jalpaiguri Sadar                            |
| 11      | SCF&S, Mal                    | 1              | DCF&S, Jalpaiguri  | Mal   |
| 12      | SCF&S Purulia Sadar           | 1              | DCF&S, Purulia   | Purulia Sadar                               |
| 13      | SCF&S, Raghunathpur           | 1              | DCF&S, Purulia   | Raghunathpur                                |
| 14      | SCF&S, Jhalda                 | 1              | DCF&S, Purulia   | Jhalda                                      |
| 15      | SCF&S, Manbazar               | 1              | DCF&S, Purulia   | Manabazar                                   |
| 16      | DCF&S, Paschim Bardhaman      | 1              | DCF&S, Paschim Bardhaman                                   | Asansol                                     |

Canvassing in any form is strictly prohibited and may lead to an immediate disqualification of candidature.

  
Commissioner in the  
Food & Supplies Department

Application for Data Entry Operator (DEO) for Procurement Operations under  
the Food & Supplies Department in different Districts of West Bengal

To

The District Controller, Food & Supplies,  
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1. Name in Full (in BLOCK Letters) :
2. Father's Name :
3. Correspondence Address :
4. Residential Address with Sub-division (except for Kolkata) :
5. Contact Number :
6. E-mail address :
7. Date of Birth :
8. Age (As on 01.01.2020) :
9. Educational Qualification :
10. Certificate in Computer Applications (from a recognized Institutions for at least six months).
11. Working Experience :

Date :

Place :

\_\_\_\_\_ Full Signature of the applicant

N.B. : All the mandatory fields of the above application must be filled up and submitted along with attested supporting documents.