



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT LAND AND LAND REFORMS OFFICER  
PURBA BARDHAMAN

P.O. RAJBATI, BARDHAMAN. PIN CODE: 713104

Phone no.0342-2530641 / Fax no.0342-2533348/e-mail: dlroburdwan@gmail.com.

Memo No. E – DEO /841/2024

Dated, the Purba Bardhaman, 22/08/2024

**NOTICE**

Applications are invited from eligible and interested candidates for engagement in the post of Data Entry Operator on contractual basis following procedure as laid down in L&LR&RR&R Deptt. Notification No. 206-Est/13000/11-19 dated 16<sup>th</sup> January 2024 to be read with Memo No. 5859-F(Y) dated 22-07-2013 of Finance Department, GoWB. The selected candidates will be posted in the Offices of the BL&LRO, SDL&LRO and DL&LRO of Purba Bardhaman district.

The engagement shall be purely temporary on contractual basis initially for a period of three years as a special case in connection with computerization of Land Records.

A. The details of the post of Data Entry Operators for which applications are invited is given in Table below.

UR	SC	EWS (EC)	ST	OBC-A	SC (EC)	OBC-B	UR (EC)	SC (Ex Serviceman)	UR (Disabilities)	OBC-A (EC)
04	02	01	01	01	01	01	01	01	01	01

*In case eligible and suitable candidates who qualify in the written test for the vacancies reserved for EWS (EC), SC (EC), UR (EC), SC (ex Serviceman), UR (Disabilities) and OBC A(EC) are not found, then the respective vacancies will be made available to their parent category being EWS, SC, UR, SC, UR and OBC A respectively. Further, visually disabled candidates will not be eligible to apply for the said post.*

B. Essential requirements and qualifications for intending applicants:

1	Residential Status	Candidates must be permanent residents of Purba Bardhaman District
2	Qualification	Graduate with certificate in computer application and proficiency in Microsoft Word, excel and basic internet applications.
3	Age as on date of Notice	21 to 45 Years as on 27/08/2024 (Day of advertisement)
4	Remuneration	Rs. 11,000/- per month for first year (Consolidated)
5	Number of Post	15 (Fifteen)- As per reservation given in Table A
6	Tenure of Service	Purely temporary on contract for 3 years initially
7	Mode of Application	Online Application through <a href="https://purbabardhaman.nic.in">https://purbabardhaman.nic.in</a>

C. List of documents to be submitted along with application form (*only Scanned original copy*) will be accepted.

- Age Proof (Birth Certificate, Admit Card-School final or equivalent)
- Address Proof (Aadhaar Card / Domicile Certificate.)
- Graduation Certificate
- Certificate in computer application
- Passport Size Colour Photograph
- Caste Certificate SC/ ST/EWS/OBC/EC (if applicable)
- Any others documents like Experience Certificate / Certificate of Higher qualification (if any)

D. Mode of Selection.

- a) Candidates must appear in a Written Test for 100 Marks of 2 hours duration. The written test will comprise MCQ type questions on Bengali grammar, English grammar, General Knowledge, Mathematics & Reasoning of class 10 standard. There shall be 100 multiple choice questions carrying equal marks. For every wrong answer there shall be deduction of 1/3 mark. Language of examination will be in English (except for Bengali grammar part).
- b) Candidates who qualify in the written test by obtaining marks above the cut off marks to be determined subsequently will be called for Interview, at the scale of 5 (Five) times the respective category of vacancy.
- c) Practical test in computer will comprise testing competency in Microsoft Word, Microsoft Excel and basic internet applications.
- d) Interview will be held for determining suitability of the candidate for the engagement as Data Entry Operator.
- e) Final panel for selected candidates will be prepared on the basis of merit determined on the basis of marks obtained in the written test with weightage 60%, marks obtained in Practical Test in computer with weightage 30% and marks obtained in interview with weightage 10%.

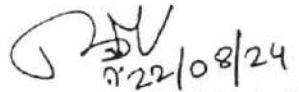
E. Opening date for submission of online application: 27/08/2024

Closing date for submission of online application: 14/09/2024 (up to 5 P.M.)

Intending candidates may apply to the post in Online Mode through the official website (<https://purbabardhaman.nic.in>), only. *Any application submitted through post or submitted by hand will not be entertained.*

Admit Card for Written Test will be issued to only those candidates found eligible on the basis of scrutiny of application form and documents submitted.

If it is detected at any stage of recruitment that any fabricated/ false/ fake documents or information have been submitted by the applicant and that the candidate is not eligible as per terms of this Notice, his/ her candidature shall be cancelled without any further reference.

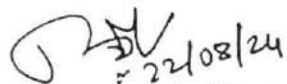
  
22/08/24  
Additional District Magistrate &  
District Land & Land Reforms Officer  
Purba Bardhaman

Memo No. E – DEO /841/ 1(32) /2024

Dated, the Purba Bardhaman, 22 /08/2024

Copy forwarded for information and wide publicity to:

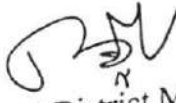
- 1-4) The Sub-Divisional Officer, All, Purba Bardhaman.
- 5-27) The Block Development Officer, (All) Purba Bardhaman.
- 28) The DIO, NIC, Purba Bardhaman for publication in the District website.
- 29) The SDL&LRO (All), Purba Bardhaman
- 30) The DICO, Purba Bardhaman.
- 31) P.A. to DM, Purba Bardhaman for kind appraisal
- 32) Office Notice Board

  
22/08/24  
Additional District Magistrate &  
District Land & Land Reforms Officer  
Purba Bardhaman

Annexure-I

**NOTICE**

Online Applications are hereby invited from eligible candidates for 15 posts of Data Entry Operators on purely contractual basis. Last date of application is 14/09/2024 up to 5 PM. For eligibility and further details as well as for online application, please see Purba Bardhaman district website <https://purbabardhaman.nic.in/>

  
Additional District Magistrate &  
District Land & Land Reforms Officer  
Purba Bardhaman

Additional District Magistrate  
and  
District Land & Land Reforms Officer  
Purba Bardhaman



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OFFICE OF THE DISTRICT LAND AND LAND REFORMS OFFICER  
PURBA BARDHAMAN

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Phone no.0342-2530641 / Fax no.0342-2533348/e-mail: dlropurbabardhaman@gmail.com

RESOLUTION

A meeting of three men committee formed for the recruitment of Data Entry Operator on contractual basis in the district of Purba Bardhaman was held on 20/08/2024 from 2.00 PM at the chamber of the ADM & DL & LRO, Purba Bardhaman in presence of DIO, NIC and Dy D.L.R.O.


The following resolutions were passed after thorough discussion:

1. It was resolved that recruitment will be done strictly as per Notification No. 205-Est/13099/11/19 dated 16/01/2024 of L & LR and RR & R Department to be read with Memo No. 5859- F(Y) dated 22/07/2023 of Finance Department, GoWB.
2. It was resolved that abridged notice for recruitment of 15 DEOs for a term of 3 years on contractual basis will be published in two widely circulated Bengali & English newspapers on 27/08/2024 through DICO Purba Bardhaman and further detailed Notice inviting applications will only be published in the district website <https://purbabardhaman.nic.in> from 27/08/2024 to 14/09/2024 up to 5:00 PM for which DIO/NIC will make all necessary arrangements.
3. It was further resolved that the applications will only be received in *on-line* mode through pre-defined application format in the district website through Google Forms. All arrangements for the same including provision for uploading required documents, photograph and signature of candidate and sending acknowledgement of receipt of filled up application to the candidate through email will be made by DIO, NIC, Purba Bardhaman and published in district website <https://purbabardhaman.nic.in> on 27/08/2024.
4. As per the above Notification No. 205-Est/13099/11/19 dated 16/01/2024 of L & LR and RR & R Deptt, it was resolved that the essential requirements and qualifications for intending applicants will be :

Residential Status	Candidates must be permanent resident of Purba Bardhaman District
Qualification	Graduate with certificate in computer application and proficiency in Microsoft Word, Excel and basic internet applications.
Age as on date of Notice	21 to 45 Years as on 27/08/2024 (Valid Range of DoB: 27/08/1979 to 26/08/2003 )

5. As per Notification no. 50-Emp/IM-25/98 dated 1st March, 2011 of Labour Department and Gazette notification no. 18-Emp(FC)/LABR-27011(20)/1/2020-EC Dated 07.02.2023 of the Labour Department, it is resolved that the 100 point Roster of Vacancies will be followed as the period of engagement is more than 1 year and more than 1 vacancy is being proposed to be filled up. The reservation will be as follows

1st Vacaney	Scheduled Caste
2nd Vacaney	Unreserved
3rd Vacaney	EWS (EC)
4th Vacaney	Scheduled Tribe
5th Vacaney	Unreserved
6th Vacaney	OBC Category -A
7th Vacaney	Scheduled Caste (E.C.)
8th Vacaney	Unreserved
9th Vacaney	OBC Category B
10th Vacaney	Unreserved (E.C)
11th Vacaney	Scheduled Caste (ex Serviceman in Group C post)
12th Vacaney	Unreserved (persons with disabilities)
13th Vacaney	OBC Category-A (E.C.)
14th Vacaney	Unreserved
15th Vacaney	Scheduled Caste.

  
Additional District Magistrate  
and  
District Land & Land Reforms Officer  
Purba Bardhaman

SC	2	OBCB	1
UR	4	UR(EC)	1
EWS (EC)	1	SC(Ex Serviceman)	1
ST	1	UR(Disabilities)	1
OBCA	1	OBCA(EC)	1
SC(EC)	1		
<b>TOTAL VACANCY</b>			<b>15</b>

It was further resolved that in case eligible applications for the vacancies reserved for EWS(EC), SC(EC), UR(EC), SC (Ex Serviceman), UR (Disabilities) and OBCA(EC) are not submitted or no candidate of the category mentioned was able to qualify in the written test, then the same vacancies would be made available to their parent category being EWS, SC, UR, SC, UR and OBCA respectively in the interest of public service.

6. It was resolved that there will be a Written Test for 100 Marks of 2 hours duration. The written test will comprise MCQ type questions on Bengali grammar, English grammar, General Knowledge, Mathematics & Reasoning of class 10 standard. There shall be 100 multiple choice questions carrying equal marks. For every wrong answer there shall be a deduction of 1/3 mark. Language of examination will be in English, except for Bengali grammar part.

It was further resolved that candidates who qualify in the written test by obtaining marks above the cut off marks to be determined subsequently by the selection committee will be called for Interview, at the scale of 5 (Five) times the respective category of vacancy.

It was further resolved that Practical test in computer will comprise testing competency in Microsoft Word, Microsoft Excel and basic internet applications.

It was further resolved that Interview will be held for determining suitability of the candidate for the engagement as Data Entry Operator.

It was further resolved that final panel for selected candidates will be prepared on the basis of merit determined on the basis of marks obtained in the written test with weightage 60%, marks obtained in Practical Test in computer with weightage 30% and marks obtained in interview with weightage 10%.

7. It was resolved that Admit Card for Written Test will be issued to only those found eligible on the basis of scrutiny of application form and documents submitted and list of both eligible and ineligible candidates would be laid before the 3 man selection committee in the next meeting for approval. The scrutiny of documents will be conducted by Dy DLLRO I, Purba Bardhaman through team of officers from DL&LRO Office not below the rank of RO.

  
22/08/24

Additional District Magistrate & Additional District Magistrate  
District Land & Land Reforms Officer and  
District Land & Land Reforms Officer  
Purba Bardhaman and  
Purba Bardhaman


Purba Bardhaman

Date: 22/08/2024

Memo No: E-DEO/8491/2024

Copy forwarded for information to:

1. Dy DLLRO I, Purba Bardhaman
2. DIO, NIC, Purba Bardhaman
3. CA to District Magistrate & Collector, Purba Bardhaman

  
22/08/24

Additional District Magistrate &  
District Land & Land Reforms Officer  
Purba Bardhaman

Additional District Magistrate  
and  
District Land & Land Reforms Officer  
Purba Bardhaman

**APPLICATION FORM**

For Data Entry Operator (Purely Contractual) under DL&LRO, Purba Bardhaman as per Notice  
issued vide Memo No \_\_\_\_\_ Dated 22/08/2024

**[All Fields are Mandatory]**

1. Name of the Applicant \_\_\_\_\_ :
2. Father's Name \_\_\_\_\_ :
3. Permanent Address \_\_\_\_\_ :
4. Present Address \_\_\_\_\_ :
5. Mobile No \_\_\_\_\_ :
6. E-mail ID \_\_\_\_\_ :
7. Date of Birth \_\_\_\_\_ :  
(Valid Range: 27/08/1979 to 26/08/2003)
8. Sex (Tick valid option) \_\_\_\_\_ : Male/ Female
9. Category (Tick all valid options) \_\_\_\_\_ : GEN/ SC/ ST/ OBCA/ OBCB/ EWS/ EC/ Disabled
10. Educational Qualification \_\_\_\_\_ :

Affix Recent  
Passport Size  
Photograph

SL N O	Qualification	Year of Passing	Main Subject/s	Marks Obtained	Full Marks	Board/ University
1	Madhyamik (10 <sup>th</sup> Standard)					
2	H.S. (12 <sup>th</sup> Standard)					
3	Graduation					
4	Post Graduation (if any)					
5	Computer Application					

**DECLARATION**

I hereby certify that I am domiciled in Purba Bardhaman District of West Bengal.

I hereby declare that all the statement made in the above application are true and correct to the best of my knowledge and belief. I fully understand that if any information in this application and/or attachment is found to be untrue or incomplete, my application will be rejected and/or penal action can be taken against me.

List of Documents uploaded

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Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature