



GOVERNMENT OF WEST BENGAL
OFFICE OF THE ADDITIONAL DISTRICT MAGISTRATE &
DISTRICT LAND & LAND REFORMS OFFICER
BIRBHUM

P.O.- SURI, P.S.- SURI, DIST.- BIRBHUM, W.B. PIN- 731101
E-MAIL: dlro.bir@gmail.com

Memo. No.5139/Estt./DL&LRO(B)

Dated 11th November, 2024

NOTICE

Applications are invited from eligible interested candidates residing permanently in the district of Birbhum for engagement to the post of Data Entry Operator (DEO) purely temporary on contractual basis for a period of three years initially in connection with computerization of Land Records, as per the extant rules as laid down in the Finance Department Memorandum No. 5859-F(Y) dated 22.07.2013 read with the Order No.205-Estt/13099/11/19 dated 16.01.2024 of the Department of Land & Land reforms and Refugee Relief and Rehabilitation, Govt. of West Bengal.

The selected candidates may be posted at any of the Offices of BL&LRO, SDL&LRO and DL&LRO under the Land Reforms Set-Up of this District.

Renewal of these posts beyond the period of three years will be subject to satisfactory performance and as per requirement of the project. If the performance of any Data Entry Operator so engaged, is found to be not satisfactory at any point of time during his service period, his service may be terminated by the authority concerned forthwith, without any liability.

The particulars of the post and eligibility criteria are as under:

| | | |
|----|-------------------------------|--|
| 1. | Residential Status | Candidate must be a permanent resident of the district of Birbhum. |
| 2. | Minimum Qualification | Applicant must be a Graduate with a certificate in computer Applications and having proficiency in Microsoft Word, Excel and basic internet applications. |
| 3. | Age | Must be between 21 to 45 Years as on 01.11.2024. |
| 4. | Professional Fee/Remuneration | Consolidated profession fee/remuneration of ₹ 11,000/- (Eleven Thousand) only per month. |
| 5. | Number of Post | 40 (Forty) |
| 6. | Nature and Duration of Job | Data Entry Operator to be engaged purely temporary on contractual basis for a period of three years initially as a special case in connection with computerization of Land Records. |
| 7. | Mode of Application | Online Application will be accepted in the Official website at https://birbhum.gov.in from 14.11.2024 (10.00 A.M.) to 30.11.2024 (till 5.00 pm) |

List of self-attested documents to be uploaded:

- Age Proof (Birth Certificate issued by Registrar of Births and Deaths under the Registration of Births and Deaths Act or Admit Card of Madhyamik Pariksha or Certificate of Madhyamik Pariksha);
- Address Proof (Aadhaar card or EPIC or Passport or Electricity Bill);

- (iii) Mark-sheets and certificates of Madhyamik Pariksha, Higher Secondary Examination and Graduation.
- (iv) Certificate in Computer Applications.
- (v) Recent Passport Size Coloured Photograph.

Mode of Selection:

The selection process will consists of three tiers tests—written test, practical test and interview.

A. WRITTEN TEST:

Applicant must appear in a Written Test for 30 Marks having following break up:

| Subject | Marks |
|---------------------------------|-------|
| Arithmetic (Madhyamik Standard) | 10 |
| General Knowledge | 10 |
| Computer Knowledge | 10 |

There shall be multiple choice question pattern. For every wrong answer, there shall be a deduction of 1/3rd of the total marks allotted to the question.

Candidates shall be called for a Practical Test on 1:5 i.e. for 40 number of vacancies, 200 candidates shall be called for Practical Test on the basis of marks obtained in the written test.

B. Practical Test(Computer): This shall carry 10 Marks.

C. Interview: This shall carry 10 Marks.

Final panel of the selected candidates shall be made on the basis of total marks secured by the candidates in Written Test, Practical Test and Interview.

IMPORTANT DATES:

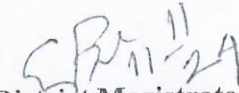
Opening date for submission of Online application: **14.11.2024 (from 10.00 AM)**

Closing date for submission of Online application: **30.11.2024 (till 05.00 PM)**

Intending eligible candidates may apply to the post only in Online Mode. Application form shall be available in the official website (<https://birbhum.gov.in>).

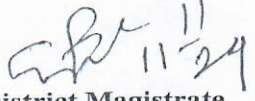
Applications submitted **ONLY in the Online mode** before 5.00PM on last date of submission of application shall be accepted. Application submitted beyond the prescribed period shall not be considered. Admit card is to be downloaded from district web site (<https://birbhum.gov.in>). Applicants are requested to visit district web site at regular interval for information regarding downloading of their admit cards. Candidature shall immediately be cancelled without any further information at any stage of recruitment process, if it is found that candidate has furnished or submitted any false/fabricated/illegal information or documents.

The undersigned reserves the right to cancel the recruitment process at its any stage without assigning any reason whatsoever.


Additional District Magistrate
District Land & Land Reforms Officer
Birbhum
 Additional District Magistrate and
 District Land & Land Reforms Officer
 Birbhum

Copy forwarded for information and wide publicity through their office Notice Boards, to:

1. The Additional District Magistrate, General/ZP/Dev/LA., Birbhum.
2. The Sub-Divisional Officer, Suri Sadar/Bolpur/Rampurhat, Birbhum.
3. The Sub-Divisional Land & Land Reforms Officer, Suri Sadar/Bolpur/Rampurhat.
4. The Block Development Officer (All) _____, Birbhum.
5. The Block Land & Land Reforms Officer, (All) _____, Birbhum.
- ✓ 6. The DIO, NIC, Birbhum with a request to publish this Notice in the District website.
7. The DICO, Birbhum with a request to make arrangements for publishing this Notice in two widely published dailies- one in Bengali and another in English.
8. C/A to the District Magistrate, Birbhum.
9. Notice Board of the District Collectorate, Birbhum.
10. Notice Board of the D.L.&L.R.O., Birbhum.


11/24
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