

Government of West Bengal
Tribal Development Department
Administrative Building, 4 & 5th floor,
Block-DJ-4, Sector-II, Salt Lake, Kolkata- 700091
Website: www.adibasikalyan.gov.in

No 902 -TDD/6E-97/2015

Dated: 14.06.2018

NOTICE

Applications are hereby invited from the eligible candidates for the post of 2(two) nos. of Data Entry Operators (1 UR, 1 SC) to be engaged purely on contractual and temporary basis for a period of 1 (one) year (on year to year extension basis subject to fulfilment of contractual obligations) for the Tribal Development Department. The post will be filled up as per guidelines provided in Finance (Audit) Department Memo. No.5859-F(Y) dated 22.07.2013 and as per selection procedure set by the selection committee.

Eligibility Criteria: Graduation along with certificate in computer application (knowledge in MS Excel, MS Word, Power Point Presentation, typing various letters, paint, e-mail etc.)

Age Limit : 40 (as on date of publication of advertisement in the dailies)

Documents required during online application:
(Candidate should keep scanned copy of the following documents ready during the application for uploading)

- i) Signature (under 30KB)
- ii) Photograph (under 30KB)
- iii) Educational Certificates (under 250KB)
- iv) Date of Birth (under 250KB)
- v) Address proof (under 250KB)
- vi) Experience Certificates (under 250KB)
- vii) Caste Certificate (under 250KB)

Application will have to be made online only through the official website of Tribal Development Department:- www.adibasikalyan.gov.in. The applicants selected initially on the basis of their application will be required to appear in a written test of 50 marks (MCQ type) followed by practical test (30 marks) and interview (20 marks). Selection will be made on the basis of merit based on performance of both written and practical test. Admit card will be available on www.adibasikalyan.gov.in and www.anagrasarkalyan.gov.in. Short listed or selected candidate will be informed through both SMS and email.

Important Dates:-

- Online application available from 21.06.2018 in the website.
- Last date of submission of application : 05.07.2018 upto 5.00 PM
- Admit card will be available at website on: 10.07.2018
- Written MCQ Examination : 15.07.2018
- Practical Examination : 18.07.2018
- Interview : 21.07.2018

The venues, time etc. of the both written & practical examination will be announced in the website and will be mentioned in the 'Admit Card'.


Additional Secretary to the Govt. of West Bengal.