

## General Instruction

### **Sub : Engagement of Data Entry Operator**

Application are invited for engagement of 20 (twenty) Data Entry Operator in the office of the Additional Director General & Inspector General of Police, Telecommunication HQ, West Bengal.

**Interested Candidates may apply to the West Bengal Police Telecommunication HQ, 3 Manik Bandopadhyay Sarani, Tollygunge, Kolkata – 700040. in the prescribed application form along with :-**

1. Coloured Passport size photo- 2 copies.(Candidate submitting their application via e-mail should deposit their passport photo at the time of Test)
2. Self Attested Photocopies of
  - a. Proof of Data of Birth
  - b. Aadhar Card/ PAN Card / EPIC Card
  - c. Testimonial of Education Qualification.
  - d. Certificate of Computer Application.
  - e. Experience Certificate (If any)
3. Candidates are requested to download attached application form and submit duly filled in application form by e-mail after scanning in .pdf format or post. Incomplete or unsigned application form will be rejected.

The application should reach this office by E-Mail / Ordinary Post / Registered Post / Speed Post / By Hand latest by 12/10/2018, 0400 hrs. addressed to “**The ADG & IGP, Telecommunication, West Bengal, 3, Manik Bandopadhyay Sarani, Tollygunge, Kolkata, PIN – 700040.**” E-mail address :- [deo20telecomhq@gmail.com](mailto:deo20telecomhq@gmail.com).

#### **Eligibility Criteria :**

1. Graduation with Certificate in Computer Applications.
2. Age not more than 30 years as on 01/10/2018.
3. Proficiency in Microsoft Word, Excel and basic applications of Internet.

Desirable :

1. 3(three) years working experience in Government / PSU Organisation.
2. Knowledge of programming in any of C, C++, Java, Python, HTML, PHP

After scrutiny of received applications, the shortlisted candidates shall be called for Computer Type Test. The successful candidates will be called for a Personal Interview. Date of Interview / Computer Type Test and list of successful candidates will be notified in the website of West Bengal Police ([www.policewb.gov.in](http://www.policewb.gov.in)).

The final selection will be done on the basis of the Test and Interview. The list of selected candidates shall be intimated in the website of West Bengal Police.

#### **Details of the nature of Engagement :**

1. The engagement shall be purely temporary on contractual basis initially for 1(One) year. This can be renewed on satisfactory performance by the Office of the ADG & IGP, Telecommunication, WB.
2. The remuneration will be Rs. 11,000/- (Rupees Eleven Thousand) only consolidated per mensem.
3. Payment should be made through ECS from Treasury.

**Termination :**

The engagement of Data Entry Operator will be terminated under the following situation :

1. Expiry of contract period, if not renewed.
2. Forthwith under insubordination & improper behaviour, inefficiency, negligence etc.

**Instruction / Clarification of Candidate :**

1. The post does not entitle the candidate to any right of service or any type of benefit from the Police Directorate, Government of West Bengal.
2. No TA/DA will be paid for attending the test/interview.
3. Interested persons shall be liable to be posted any where under the jurisdiction of West Bengal Police Telecommunication HQ.
4. No accommodation facility will be provided to the selected persons by this office.
5. Incomplete applications are liable to be rejected without intimation.
6. No interim correspondence will be entertained.
7. Canvassing in any form will lead to disqualification.
8. The applicants are advised to check the website of West Bengal Police for any updated information regarding the recruitment process. List of candidates shortlisted for test and interview will be uploaded in the Website of West Bengal Police [www.policewb.gov.in](http://www.policewb.gov.in).
9. Office of the ADG & IGP, Telecommunication, West Bengal will not be responsible for postal delay or loss of application during transit.

**APPLICATION FORM FOR THE POST OF DATA ENTRY OPERATOR  
IN Telecommunication. WEST BENGAL ON CONTRACTUAL BASIS**

(To be filled up in English Block Letter only)

**Personal Details**

<p>To The Additional Director General &amp; Inspector General of Police, Telecommunication, West Bengal, 3, Manik Bandyopadhyay Sarani, Tollygunge, Kolkata – 700040.</p> <p>Subject : <b>Application for Data Entry Operator</b></p>	For Office Use only
	Received On :
	Roll No. :

1. Applicant's Name: \_\_\_\_\_

2. Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Recent coloured  
Passport size  
Photograph*

City/Town: \_\_\_\_\_ Pin: \_\_\_\_\_ State: \_\_\_\_\_

3. Permanent Address:

\_\_\_\_\_  
\_\_\_\_\_

City/Town/Vill: \_\_\_\_\_ P.O. \_\_\_\_\_

P.S. \_\_\_\_\_ State: \_\_\_\_\_ Pin: \_\_\_\_\_

4. Tel.No. (With STD Code): \_\_\_\_\_ Mobile \_\_\_\_\_

5. Email ID : \_\_\_\_\_

6. Father's Name/ Husband's Name:

\_\_\_\_\_

7. Gender (Male/Female): \_\_\_\_\_

8. Date of Birth: \_\_\_\_\_

9. Age as on 01.10.2018 : \_\_\_\_\_ (YY) \_\_\_\_\_ (MM) \_\_\_\_\_ (DD) \_\_\_\_\_

10. Nationality: \_\_\_\_\_

**11. QUALIFICATION DETAILS (AS ON 01/10/2018):**

SL. NO	EXAMS. PASSED	BOARD/UNIVERSITY	YEAR OF PASSING	RESULT
1.				
2.				
3.				
4.				

**12. CERTIFICATE IN COMPUTER APPLICATIONS:**

SL.NO	NAME OF THE CERTIFICATE COURSE	INSTITUTION	DURATION	GRADE/PERCENTAGE

**13. WORKING EXPERIENCE:**

SL.NO	NAME OF THE COMPANY	DURATION		NATURE OF JOB
		From	To	

**Declaration:** I hereby declare that all the information given by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false or any information particulars have been suppressed or omitted in this form, I am liable to be disqualified for requisite test or if selected my appointment will be cancelled without any compensation or notice.

Date:

\_\_\_\_\_  
(Signature of the Candidate)