

General Instruction

Sub : Engagement of Contractual Data Entry Operator

Applications are being invited for engagement of 05 (Five) Contractual Data Entry Operator in the office of the Director General of Police, Telecommunication HQ, West Bengal.

Interested Candidates may apply to the following address with the attached application form along with the following documents:-

Address: West Bengal Police Telecommunication HQ, 3 Manik Bandopadhyay Sarani, Tollygunge, Kolkata – 700040

- 1. Coloured Passport size photo- 2 copies.(Candidate submitting their application via e-mail should also deposit their passport photo on the date of Type Writing Test)**
- 2. Self Attested Photocopies of**
 - a. Proof of Data of Birth**
 - b. Aadhar Card/ PAN Card / EPIC**
 - c. Testimonial of Educational Qualification.**
 - d. Certificate of Computer knowledge/application.**
 - e. Experience Certificate (If any)**
- 3. Candidates are requested to download attached application form and submit duly filled in application form by post or by e-mail after scanning in .pdf format. 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 31/08/2023, 04:00 hrs. addressed to “**The Director General of Police, Telecommunication(HQ), West Bengal, 3, Manik Bandopadhyay Sarani, Tollygunge, Kolkata, PIN – 700040.**”

E-mail address:- deo23telecomhq@gmail.com.

Eligibility Criteria :

- 1. Graduation with Certificate in Computer Applications.**
- 2. Age within 21 years to 30 years as on 01/10/2023.**
- 3. Proficiency in Microsoft Word, Excel and basic applications of Internet.**

Desirable:

- 1. Working experience in Government / PSU /Others Organization.**

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 Computer Type Test / Interview and list of candidates will be notified in the website of West Bengal Police (wbpolice.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 reviewed by the Office of the DGP, Telecommunication, WB.**
- 2. The remuneration will be Rs. 16,000/- (Rupees Sixteen Thousand) only consolidated per month.**
- 3. Payment should be made through ECS from Treasury.**

Termination :

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

1. Forthwith under insubordination & improper behaviour, inefficiency, negligence etc.

Instruction / Clarification to Candidates :

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. Selected persons shall 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 Official Website of West Bengal Police time to time.
9. Office of the DGP, 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 AT
TELECOMMUNICATION, WEST BENGAL ON CONTRACTUAL BASIS**

(To be filled up in English Block Letter only)

Personal Details

To The Director General of Police, Telecommunication, West Bengal, 3, Manik Bandyopadhyay Sarani (Moore Avenue), Tollygunge, Kolkata – 700040. Subject : Application for Data Entry Operator	<u>For Office Use only</u>
	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 01.10.2023 : _____ (YY) _____ (MM) _____ (DD) _____

10. Nationality: _____

11. QUALIFICATION DETAILS (AS ON 01/07/2023):

SL. NO	EXAMS. PASSED	BOARD/UNIVERSITY	YEAR OF PASSING	RESULT
1.				
2.				
3.				
4.				
5.				

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: ____/____/____

(Full Signature of the Candidate)