PASCHIM MEDINIPUR ZILLA PARISHAD
MIDNAPUR-72 1101

Memo no: **433/2/SA** Date: **13/11/2014**

Walk-in Interview

Eligible candidates are invited for Walk-in-Interview for filling up of the following contractual posts:

Name of the Post	No. of Post	Pay	Date and Time of Interview
Data Entry Operator	1 (one)	Rs. 7000/- (consolidated)	25.11.2014 12.00 noon

Qualification:

(i) Essential:

(a) Have passed the Madhyamik or its equivalent examination from any recognized Board or Council.

(b) Have at least three months formal training in using Personal Computer from any Institute recognized by State Government or the Central Government or State Council of Technical Education or All India Council of Technical Edication.

(c) Have a minimum speed of data entry of 6000 key depressions per hour.

(ii) Desirable:

(a) One year experience of data entry operation in personal computer.

(b) Three months experience in handling MIS data for any Govt. Portal

Citizenship:

Must be a citizen of India.

Age:

(i) The candidate shall be of age not more than 37 years and not less than 18 years on the day of interview.

(ii) The age limit relaxation as per rule will be given to the candidates belongs to SC/ST/OBC.

Terms and Conditions:

- This engagement is purely contractual and the renewal of contract is the subject to work performance.
- The engagement will be for a period of six months initially from the date of joining and extendable from time to time subject to satisfactory performance.
- The selected candidates will have no claim for regular appointment.
- No TA/DA will be paid for attending interview.
- Mere fulfilling the essential qualification/experience does not guarantee for selection.
- Crucial date for determining age limit will be the date of walk-in-interview.
- The engagement will be governed by the standard terms and conditions as per the rules and order issued by the Panchayat & Rural Development Department, Govt. of West Bengal from time to time.
- The format for submitting the bio-data is as under :-
  Name (b) Age (as on date of interview)/Sex (c) Father/Husband's name (d) Correspondence address (e) Contact Phone/Mobile No. (f) E. Mail address (g) Educational Qualifications (h) Date of birth (i) Past experience (j) Photograph (k) Signature of the applicant.
- The candidates may appear for interview along with application on plain paper with passport size photograph, attested copies of educational qualifications and experience etc. The candidates are also required to bring their original certificates and testimonials for verification at the time of interview.
- The applicant preferably is resident of Paschim Medinipur District. Local candidates will be preferred.
- Paschim Medinipur Zilla Parishad has all rights to reject all or any application without assigning any reason.

13/11/14

Secretary,
Paschim Medinipur Zilla Parishad