

Government of West Bengal
Office of the District Magistrate &
District Election Officer
(Election Section)
Purba Medinipur

Ph. No.-03228-263641

Email : elec.dmpm2015@gmail.com

Memo. No. **629 IX-43/2017-EEC.**

Dated:- **15-12-2017**

NOTICE

Online applications in prescribed format are invited from the eligible candidates for engagement in the post of Data Entry Operator (DEO) under District HQ, Purba Medinipur and Sub-divisional HQs of Tamluk, Haldia, Contai and Egra. The engagement in the post of DEO shall be purely temporary basis only. Willing candidates will be required to apply online only in the web site www.purbamedinipur.gov.in on or before the closing date.

A. REQUIREMENT:

Name of the post	Eligibility criteria			Anticipated vacancies	Scale of Pay
	Essential Qualification	Desirable	Age as on 1.1.2018		
Data Entry Operator (DEO) in the office of the District Magistrate, Purba Medinipur & office of 4 Sub-Divisional Officers	a) Must be a Citizen of India as defined in Part- II of the Constitution of India b) 10+2 passed plus DOEACC "Ó" level passed c) Knowledge of Bengali (written and spoken)	One year's practical experience in data entry in any organisation of repute	Minimum age of 18 years & Upper age limit as on 1.1.2018 UR:40 SC/ST:45 OBC:43	SC=1 UR=2 ST=1 OBCA=1	Pay Band-2 (Rs. 5,400.00 – Rs. 25,200.00 with Grade Pay Rs. 2,600.00)

B. PROCEDURE OF APPLICATION: Applications must be submitted through online only.

❖ **1. (ONLINE REGISTRATION)**

- All applicants must register himself or herself in the website: www.purbamedinipur.gov.in to apply for the posts.
- While filling online application the applicant will have to upload his / her coloured Passport size Photograph (20 KB-50KB) and his/her full signature (10 KB-20KB).
- After successful registration, an acknowledgement slip mentioning name, registration no. will be generated.
- Candidates shall have to keep this acknowledgement slip for future reference.
- **Date of commencement of submission of online application : 01.01.2018 from 11 am onwards**
- **Closing date for submission of online application: 15.01.2018 5PM.**

❖ 2. (GENERATION OF ADMIT CARD) :

- Eligible applicants will get their Admit Card from the website www.purbamedinipur.gov.in by entering Post and date of birth in the prescribed place on 18/01/2018. Candidates shall have to download and take print out of this Admit Card.
- Candidate should not sign in advance in the lower portion of the Admit Card. This has to be done at the time of written examination before the Invigilator only.

❖ INSTRUCTIONS :

- 1) A candidate must go through the instructions thoroughly and carefully before and at the time of submitting online application. Any omission/ wrong information in this regard cannot be excused and will lead to rejection of the application or candidature at any stage of the process without further intimation. The conditions prescribed cannot be relaxed.
- 2) Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of application.
- 3) In any stage, if any statements made in the application be subsequently found to be false, his/ her candidature will be liable to be cancelled, and even if appointed to a post on the result of this examination his/ her service will be liable to be terminated and legal action as per law will be initiated. Willful suppression of any material fact will also be similarly dealt with.
- 4) Applications not filled in or found incomplete or defective in any respect will be liable for rejection.
- 5) **Submission of more than one application is strictly forbidden.** Submission of more than one application for a single post is strictly forbidden. The candidature of a candidate, who submits more than one application for a single post for admission to the Examination, will be cancelled even if he/ she is eligible for the same.
- 6) Particulars and Certificates required : A candidate claiming to be SC/ST/OBC must produce a certificate in support of his/ her claim issued by a competent authority of government of West Bengal as specified below [vide the West Bengal SCs and STs Identification Act, 1994 and SC and TW Department Order No.261-TW/EC/MR-103/94 dated-06.04.1995].
- 7) **Age as recorded only in the Birth Certificate by Competent authority or Madhyamik/ equivalent admit card/certificate will be accepted.**
- 8) No claim of being a member of the SC, ST and OBC will be entertained after submission of the online application initially otherwise.
- 9) The District level Selection committee, Purba Medinipur may require such further proof or particulars from the candidates as it may consider necessary and may cause enquiries about their character and other particulars regarding suitability and eligibility at any stage.
- 10) Original certificates and self-attested photocopies of certificates relating to identity, residence, age, qualifications, castes (SC/ST/OBC) etc. will have to be submitted when the District Level Selection Committee will ask for them afterwards. If any candidate fails to furnish any certificate or other relevant document or information relating to his/ her candidature within the time specified by the District Level Selection Committee, his/ her claim for appointment may be passed over without further reference to him/ her.
- 12) A candidate should note that his/ her admission for appearing at the Examination will be deemed provisional subject to determination of his/ her eligibility in all respects. If at any stage even after issue of the letter of appointment, a candidate is found ineligible for admission to this Examination, his/ her candidature will be cancelled without further reference to him/ her.

D. DETAILS OF EXAMINATION;

SYLLABUS FOR WRITTEN EXAMINATION: (50 MARKS): The question will be of MCQ type and each question will be carrying one marks only. The question of English, Mathematics will be of Madhyamik/equivalent standards and the General knowledge may include general studies of similar standards.

Subject	Marks
English	15
Mathematics	15
General knowledge and Current Affairs	20
Total	50

The candidates who will clear the written test will only be called for further procedures in selection only and the will have to appear for Computer test and Interview. Subject to the satisfaction of minimum standard as decided by the District Level selection Committee, 25 such top candidates (1:5 against the vacancy) will be called for Computer Test and Interview.

COMPUTER TEST: 30 MARKS

INTERVIEW: 20 MARKS

NB.-The written Examination (Objective MCQ) will be held on 28/01/2018. The Computer test and Interview of the selected Candidates will be held on the basis of the result of the written examination. The list of successful candidates of written examination, who will be selected for appearing in the Computer test and interview, will be notified in the above said web site. Also the exact date, time &venue for Computer test and interview would be notified in above mentioned web site subsequently. No. separate admit card or communication in any other mode shall be given to the successful candidates of written examination for Computer test and interview.

If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any others issues directly related with this notification will be brought to the notice of candidates in manner as decided by the district level Selection Committee.

The final merit list will be prepared on the basis of total marks obtained in the written Examination, Computer test and the interview test.

E) SPECIAL INSTRUCTION FOR WRITTEN TEST.

(1) The candidates must abide by the instructions as may be given by supervisors/ Invigilators at the Examination Hall. If the candidate fails to do so or indulge in disorderly or improperly conduct he/ she will render himself / herself liable to expulsion from the examination hall and / or such other punishment as the District Level Selection Committee may deem fit to impose.

(2) A candidate who has been reported against by the supervisor of the examination centre for violating any of the instructions will be punished with cancellation of candidature and also debarment from further examination and

selections as may be decided by the District Level Selection Committee according to the circumstances of the case.

(3) No candidate shall be allowed to enter in the examination hall unless he/ she holds the Admit Card for the examination.

(4) Candidates shall have to bring one Photo Identity Card, such as EPIC/ Aadhaar and Madhyamik Admit Card/ SC/ST/OBC Certificate / Driving License/ Passport etc. along with the Admit Card. Candidates, who do not follow the above instruction, will not be permitted to appear in the written examination.

5) Any attempt on the part of candidate to enlist support for his/ her application through persons, officials of Government, or agencies will disqualify him/ her for appointment. Specific recommendations from persons interested in the candidates, or otherwise known to them will be disregarded and will render the candidates ineligible.

(6) No candidate shall be allowed to enter the Examination Hall with Mobile and / or Any Electronic Gadgets, Bag, Water Bottle etc. If anybody still brings the same then the arrangement of keeping of those items outside the Examination Hall shall have to be made by themselves.

7) No. TA/DA will be applicable for the candidates who will appear in the written test.

SCHEDULE OF EXAMINATION

- ❖ **Date of commencement of submission of online application 01/01/2018**
- ❖ **Closing date for submission of online application: 15/01/2018, 5PM.**
- ❖ **Generation of online Admit Card : 18/01/2018**
- ❖ **Date of written examination : 28/01/2018**
- ❖ **Details of written examination, such as venue, time will be mentioned in the admit card. The date may change afterwards due to administrative reasons and if so happens, will be notified duly in website and final date, time and venue will be printed on the admit card.**
- ❖ **Any subsequent changes in the above mentioned schedule shall be notified to candidates through web site only. Hence, candidates are advised to check the web site for any updates regularly. District Level Selection Committee shall not take any responsibility for sending these communications in hard copy/ letters and may not be held liable if candidates fail to get information on time due to their fault.**


The appointing authority shall have the right to accept or reject any candidature without specifying the reasons thereof. The appointing authority also deserves the right to cancel the entire procedure of selection.


District Magistrate & Collector
Purba Medinipur



Memo. No. **629(37)/IX-43/2017-Elec** Dated:- **15-12-2017**
Copy forwarded for wide publicity to :

- 1) The Chief Electoral Officer, West Bengal, Home & Hill Affairs Dept., Election Branch, 21 N. S. Road , Kolkata-700001.
- 2) The Secretary, Zilla Parishad, Purba Medinipur.
- 3) The Sub-Divisional Officer, Tamluk/ Haldia/ Contai/ Egra, Purba Medinipur.
- 4) The Senior Deputy Collector, Purba Medinipur.
- 5) The Block Development Officer (all), Purba Medinipur.
- 6) The District Information & Cultural Officer, Purba Medinipur
- 7) The DIO, NIC, Purba Medinipur, with a request to publish the notice in the District Website.
- 8) The CA to the District Magistrate, Purba Medinipur.
- 9) The CA to the Addl. District Magistrate (Genl.), Purba Medinipur.
- 10) Guard File, Election Section.


District Magistrate & Collector
Purba Medinipur 