

**West Bengal State Council of Technical and Vocational
Education and Skill Development**
(Technical Education Division)
Karigori Bhavan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160

Memo No. WBSCTVESD/TED/2018-19/1400

Dated, 28th June 2018

NOTIFICATION

Sub: Contractual Engagement of Data Entry Operator in WBSCT&VE&SD

Applications are invited from the eligible candidates of Indian Citizen for engagement to the following post on purely contractual basis for a period of maximum six (06) months from the date of his/her engagement.

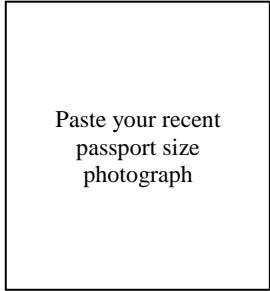
1. Data Entry Operator (DEO) : 2 Posts

- a) Eligibility: i) Age should not be exceeding 40 years as on 01.01.2018.
ii) Graduate, preferably with commerce, with certificate in Comprehensive Accounting Software Tally.
iii) Typing speed of 25-30 words per minute
- b) Consolidated Remuneration: **Rs.11,000/-** (Rupees eleven thousand only) per month

APPLICATION PROCEDURE: Typed application on A4 size page with self attested bio-data in the enclosed format and photo copies of all relevant testimonials in support to academic qualifications and experiences may be submitted in the Drop Box at the office of the Council at Karigori Bhavan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160 on any week day (excluding Saturday, Sunday and Public Holiday) from 11.00 a.m to 5.00 p.m. The duly filled application is to be submitted in an envelope superscribed "Application for the post of Data Entry Operator in WBSCT&VE&SD" Application may also be sent by post to the same address, but the application must reach the Council with the specified last date. Otherwise, the application shall be considered as cancelled. **Last date of application: 09.07.2018 up to 5-00 p.m.**

Chief Administrative Officer
WBSCT&VE&SD

APPLICATION FORM



1. Name of the Post Applied for: _____
2. Full Name of the Candidate: _____
(in Capitals) _____
3. Date of Birth:
 Day Month Year
4. Gender: (Write '1' for Male, '2' for Female)
5. Marital Status:
6. Father's/Husband's Name:
7. Mailing Address (in block letters):
.....
..... Pin Code:
- Tel. No. : Mobile:
- E.mail ID (if any):
8. Nationality:
9. Whether Physical Handicapped? : (Write '1' for Yes, '2' for No)
10. Community (please tick ✓) SC ST OBC GENERAL
11. All Educational/other professional Qualifications/Training Courses etc/Degree Examination onwards:

Level	Exam passed/ Degree Trg.	Division/Grade % of Marks	Year of Passing	Duration of the Degree/ Diploma	Board/ University	Subject	Subject of Specialisation

12. Any other relevant information:
.....

13. Details of enclosures: 1)
2)
3)

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Council, if I am declared by them to be guilty of any type of false information mentioned herein.

Date:

Signature of candidate

Place:

Address: