



File No. FS/O/Sectt/IT-11/2024 ( E-735244)

No. : 2133

Dated: 04-06-2025

### RECRUITMENT NOTICE

Online applications are invited for engagement of 26(Twenty-Six) contractual Data Entry Operators on purely temporary basis for a period of 01 (one) year for Districts as tabled below. **One applicant can apply for one District only.**

Sl. No.	District	MR Area	SR Area	No. of position
1	Uttar Dinajpur	3	0	3
2	Jalpaiguri	2	0	2
3	Alipurduar	1	0	1
4	Paschim Bardhaman	1	1	2
5	Hooghly	1	1	2
6	PurbaBardhaman	1	0	1
7	North 24 pgs	2	3	5
8	Nadia	1	0	1
9	Kolkata	0	2	2
10	Murshidabad	1	0	1
11	Purba Medinipur	2	0	2
12	South 24 Parganas	4	0	4
	Total	19	7	26

The details of eligibility criteria, etc. are given below ;

1. **Eligibility Criteria:**

- i) The candidate must be a citizen of India.
- ii) Minimum Educational Qualification:
  - a) Must hold Bachelor's Degree in any discipline from a recognized University.
  - b) Certificate in Computer Application.
- iii) Age limit: 21 to 35 years as on 1<sup>st</sup> June, 2025.

2. **Remuneration:**

₹16,000.00 ( Rupees Sixteen Thousand only ) per Month (consolidated)

3. **Job Responsibilities:**

- i. To assist inspecting staff of Food & Supplies Department in Block/Municipality level offices regarding entry of various forms and preparation of various reports and returns on daily basis as instructed by the authority.
- ii. All works related to various projects like RCMS, Supply Chain Management, Godown System Management as assigned by the authorities of District, Sub-Division and Block/Municipality level offices.
- iii. All official work as may be assigned to her/him time to time.

4. Last date of submission of application: **20.06.2025, upto 5.30 PM**
5. Application shall be submitted online through the Departmental website: (<https://food.wb.gov.in>). No offline applications will be entertained. **One applicant can apply for one District only.**

6. **Selection Procedure:**

- i) The verified applications will be shortlisted district wise in the ratio 1:10 per position based on marks in Secondary, Higher Secondary and Graduation as per the weightage given below :

Academic Level	Weightage
Percentage of marks obtained in Madhyamik or equivalent examination	30
Percentage of marks obtained in Higher Secondary or equivalent examination	30
Percentage of marks obtained in Graduation	40
Total	100

- ii) The shortlisted candidates will be called for **Type Test** (Phase I) at their respective District Head Quarter as per their application. The shortlisted candidates will be communicated the venue for Type Test in due time.
- iii) After Type Test (Phase I), the candidates will again be shortlisted District wise in the ratio of 1:3 per position for **Efficiency Test in MS-Excel and Interview** (Phase II).
- iv) The shortlisted candidates will be called for **Efficiency Test in MS-Excel and Interview** (Phase II) at State Head Quarter.
- v) Finally, after **Efficiency Test in MS-Excel and Interview** at State Head Quarter, **District wise Panel** will be prepared based on the performance in **Type Test, Efficiency Test in MS-Excel and Interview** with following weightage;

Assessment Criteria	Phase	Marks	Place
Type Test	I	40	Respective District HQ
Efficiency test in MS-Excel	II	50	State HQ
Interview		10	
Total		100	

  
 Joint Secretary  
 to the Government of West Bengal



Memo No. : 2133/1(9)-FS/O/Sectt/IT-11/2024

Dated: 04-06-2025

Copy forwarded for information and necessary action to :

1. The Chairman of Selection Committee & Sr. Special Secretary, F&S Deptt.
2. The Director, Directorate of DDP&S, F&S Deptt.
3. The Director, Directorate of Rationing, F&S Deptt.
4. Member, Selection Committee (All).
5. The District Magistrate, Alipuduar / Jalpaiguri/ Uttar Dinajpur/Murshidabad / Nadia/ Paschim Bardhaman / Purba Bardhaman/Hooghly / Purba Medinipur / North 24 Parganas /South 24 Parganas
6. The DCF&S/ DDR, Alipuduar / Jalpaiguri/ Uttar Dinajpur/Murshidabad / Nadia/ Paschim Bardhaman / Purba Bardhaman/Hooghly / Purba Medinipur / North 24 Parganas /South 24 Parganas.
7. The P.S. to MIC, F&S Deptt.
8. The P.S. to MOS, F&S Deptt.
9. Sr. PA to the Principal Secretary, F&S Deptt.

MA

  
Joint Secretary,  
to the Government of West Bengal