

NOTICE

No. 280-NCEC/DEO/2023

Dated: 03-08-23

Engagement of Data Entry Operators on contract basis

Applications are invited from interested candidates for **engagement as Data Entry Operators** in the Price Reporting Centres located in each district of the State including Kolkata under the Central Sector Scheme "Strengthening of Price Monitoring Cell". The numbers of Data entry Operators is **23 (twenty-three)**.

The selected candidates will be engaged on purely contractual, purely temporary basis, initially for a period of 01 (one) year in the Price Reporting Centres located in each district.

Only candidates who are willing to be engaged on **purely contractual and purely temporary basis shall apply.**

The engagement may be renewed for subsequent year depending upon the satisfactory performance of the incumbent and continuation of the scheme by the Government of India. If the scheme is discontinued by Govt. of India, the engagement shall terminate forthwith.

The selected candidate may be posted anywhere in West Bengal at the discretion of the appointing authority. However, based on requirement only the contract may be renewed for One year or a part of it. The contract or engagement can be terminated at any time by giving a notice without assigning any reason whatsoever. In cases of in sub-ordination, violation of secrecy of the office & data, misconduct. Etc. termination may be made without any notice and appropriate action also taken.

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:** Candidates in the age group of 21 to 35 years as on 1st November 2023 are eligible to apply.

2. Remuneration :

A consolidated remuneration of ₹16,000.00 (sixteen thousand) only per month.

3. Job Responsibilities:

- (i) Daily visit to various markets in the district and sub-divisional towns. Daily collection of prevailing price data of essential commodities from the retail and wholesale markets of the district where he is engaged.

- (j) Reporting of collected data to the national website through Mobile Apps and other mode as may be directed.
- (ii) The job involves mandatory physical visits to the shops every day and the location of the area visited will be verified through the coordinates captured by GPS.
- (iii) Compilation and analysis of data so collected.
- (iv) Preparation of MIS reports
- (v) Other official works as may be assigned by the head of office.

4. Mode of Selection*:

(A) Shortlisting of 230 (two hundred thirty) candidates for efficiency test in typing based on the academic score as under:

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

(B) 69 candidates in the ratio of 1:3 against the number of posts, **securing highest marks in "Typing Test"** will be called for **"Efficiency Test in MS-Excel"** and **Interview**.

(C) 23 (twenty-three) candidates who will secure highest total marks in "Typing Test" **Efficiency Test in MS-Excel"** and **Interview** will be engaged as DEO.

Maximum marks for efficiency test in Typing, MS-Excel and Interview will be as under:

Assessment Criteria	Weightage / Maximum Marks
Typing Test	40
MS-Excel Test	50
Interview	10
Total	100

5. Opening date for submission of online application: 4th August 2023 [00:00 Hrs]

Closing date for submission of online application: 8th August 2023 [23:59 Hrs]

Intending candidates may apply to the post only in online mode after registering themselves on the official website of Food & Supplies Department as given below:



Only the applications submitted in online mode are accepted and all communications from department will be made only through email provided by the candidates in their online application.


 Additional Secretary to the
 Government of West Bengal

Copy forwarded for information with a request for wide publicity to: -

1. The Secretary in F&S (IT&R).
2. The Sr Spl. Secretary (Food Cell) , F&S Department.
3. The Managing Director, WBECSE.
4. The Director of DDP&S/DR/ Finance/I&QC/Transport/Storage/DCG/Textile, F&S Department.
5. The District Magistrate (all).
6. The District Controller/DDR, F&S (all).


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