

**Government of West Bengal**  
**Directorate of Forests**  
**Office of the Divisional Forest Officer, Howrah Division**  
**Dalmia Park, Stadium Complex**  
**Howrah-711101.**

Phone & Fax-2641-1772

E-mail : dfhowrah@gmail.com

No. 1477/ 5M-8

Dated 04/07/2017

**ENGAGEMENT NOTICE**

**Sub : Engagement of Data Entry Operator / Computer Operator**

Applications are invited for engagement of one Data Entry Operator / Computer Operator in the Office of the Divisional Forest Officer, Howrah Division, Dalmia Park, Stadium Complex, Howrah-711101, West Bengal.

**Interested Candidates may apply to the Divisional Forest Officer, Howrah Division in Prescribed Format along with:**

- 1) Colored Passport size photo – 2 copies.
- 2) Self Attested Photocopies of
  - a. Proof of Date of Birth (Madhyamik Admit/ Madhyamik Certificate)
  - b. AADHAAR Card/ EPIC and PAN Card
  - c. Testimonials of Educational Qualification
  - d. Experience Certificates / Last drawn Pay-Slip.

The application should reach this office by post / hand **latest by 24/07/2017, 4:00 P.M.**

**Eligibility Criteria :**

- 1) Bachelor degree in Computer Science or Computer Application / Bachelor degree in any other subject with a certificate in Computer Application from a reputed University / Institute.
- 2) Age not more than 40 years as on 01/08/2017.
- 3) Proficiency in Microsoft Word & Microsoft Excel.

**Desirable :**

- 1) 3 years working experience in Govt. / PSU Organization.
- 2) Proficiency in Tally (Software).

**Selection Procedure :**

After through scrutiny of received applications the shortlisted candidates shall be called for a Personal Interview & a Computer Test at the Office of the Divisional Forest Officer, Howrah Division, Dalmia Park, Stadium Complex, Howrah-711101, West Bengal. Date of interview and test will be notified on Notice Board at Office of the Divisional Forest Officer, Howrah Division and intimated through e-mails of the shortlisted candidates. The final selection will be done on the basis of the test and interview and will be notified in the Division Notice Board. The selected candidate shall be intimated via **E-Mail**.

**Candidates are requested to clearly write their E-Mail ID in the designated column of the prescribed application format and regularly check the e-mail.**

**Details on the nature of Engagement :**

- The engagement shall be **purely temporary on contractual basis** initially for one (1) year.
- Duty : Data Entry, Typing and other computer / software related works of the office, any other duty assigned by the Divisional Forest Officer and other officers.
- Remuneration : Rs. 11,000/- (Rupees Eleven Thousand only), Consolidated
- Payment Process : Through ECS from Treasury, after Deduction of P. Tax
- Duty hours : 10:00 AM to 5:30 PM, Monday to Friday. However in urgencies the Employee may have to work longer and on weekends / holidays.

**Instruction / Clarification of candidate :**

- 1) The post does not entitle the candidate to any right of service or any type of benefit from the Directorate of Forests, Govt. of West Bengal.
- 2) No TA/DA will be paid for attending the test and Interview.
- 3) Incomplete applications are liable to be rejected without intimation.
- 4) No interim correspondence will be entertained.
- 5) Canvassing in any form will lead to disqualification.
- 6) The applicants are advised to check their emails for any updated information regarding the recruitment process. List of candidates shortlisted for test and interview will be published in Notice Board and uploaded in the [westbengalforest.gov.in](http://westbengalforest.gov.in).
- 7) DFO, Howrah will not be responsible for postal delay or loss of application during transit.

  
Divisional Forest Officer,  
Howrah Division

**APPLICATION FORMAT: DATA ENTRY OPERATOR / COMPUTER OPERATOR**

- 1) Name :  M  F Recent  
Passport size  
Photograph
- 2) Sex :  M  F
- 3) Father's Name/ Husband's Name :
- 4) Date of Birth :
- 5) Community to which belong :  SC  ST  OBC  UR  
(Make a ✓ in the appropriate box)
- 6) Marital Status :  Un Married  Married
- 7) Address for Communication :
- 8) Permanent Address :
- 9) Mobile No: \_\_\_\_\_ Email -Id : \_\_\_\_\_
- 10) Educational Qualification: (Starting From X Std.)

Sl. No	Course Completed	Name of the Institution	Class/ Percentage of Marks Obtained	Year of Passing
1.				
2.				
3.				
4.				
5.				

11) Professional Qualifications:

- a) Typing speed (in computer) \_\_\_\_\_ wpm  
b) Proficiency in working MS Word, Excel, PowerPoint  
Very Good/ Good / Average (strike off whichever is not applicable)

12) Details of Experience(Chronological Order)

Sl. No	Name of the Office / Institute	Designation	Nature of Duties	Period of Service	Scale of pay / Pay Band
1.					
2.					
3.					
4.					
5.					

Any other Information which the applicant may like to furnish:

**Declaration**

I hereby certify that all the information furnished above is correct and complete to the best of my knowledge and belief.

Date:

\_\_\_\_\_  
Signature of the Candidate