



GOVERNMENT OF WEST BENGAL
OFFICE OF THE ADDITIONAL DISTRICT MAGISTRATE &
DISTRICT LAND & LAND REFORMS OFFICER
BIRBHUM
P.O.- SURI, P.S.- SURI, DIST.- BIRBHUM, W.B. PIN- 731101
E-MAIL: dlro.bir@gmail.com

Memo. No.5139/Estt./DL&LRO(B)

Dated 11th November, 2024

NOTICE

Applications are invited from eligible interested candidates residing permanently in the district of Birbhum for engagement to the post of Data Entry Operator (DEO) purely temporary on contractual basis for a period of three years initially in connection with computerization of Land Records, as per the extant rules as laid down in the Finance Department Memorandum No. 5859-F(Y) dated 22.07.2013 read with the Order No.205-Estt/13099/11/19 dated 16.01.2024 of the Department of Land & Land reforms and Refugee Relief and Rehabilitation, Govt. of West Bengal.

The selected candidates may be posted at any of the Offices of BL&LRO, SDL&LRO and DL&LRO under the Land Reforms Set-Up of this District.

Renewal of these posts beyond the period of three years will be subject to satisfactory performance and as per requirement of the project. If the performance of any Data Entry Operator so engaged, is found to be not satisfactory at any point of time during his service period, his service may be terminated by the authority concerned forthwith, without any liability.

The particulars of the post and eligibility criteria are as under:

1.	Residential Status	Candidate must be a permanent resident of the district of Birbhum.
2.	Minimum Qualification	Applicant must be a Graduate with a certificate in computer Applications and having proficiency in Microsoft Word, Excel and basic internet applications.
3.	Age	Must be between 21 to 45 Years as on 01.11.2024.
4.	Professional Fee/Remuneration	Consolidated profession fee/remuneration of ₹ 11,000/- (Eleven Thousand) only per month.
5.	Number of Post	40 (Forty)
6.	Nature and Duration of Job	Data Entry Operator to be engaged purely temporary on contractual basis for a period of three years initially as a special case in connection with computerization of Land Records.
7.	Mode of Application	Online Application will be accepted in the Official website at https://birbhum.gov.in from 14.11.2024 (10.00 A.M.) to 30.11.2024 (till 5.00 pm)

List of self-attested documents to be uploaded:

- (i) Age Proof (Birth Certificate issued by Registrar of Births and Deaths under the Registration of Births and Deaths Act or Admit Card of Madhyamik Pariksha or Certificate of Madhyamik Pariksha);
- (ii) Address Proof (Aadhaar card or EPIC or Passport or Electricity Bill);