User Manual

IMPORTANT INSTRUCTIONS FOR ONLINE APPLICATION

How to Apply Click Here

Keep the following items in your hand before applying :

» Mobile No (Mandatory)

» Email Id (Mandatory)

» Scanned Photo (Maximum Size of Image must be 15 KB & File extension must be .jpg and .jpeg format.)

» Scanned Signature (Maximum Size of Signature must be 15 KB & File extension must be .jpg and .jpeg format.)

» Age Proof Document (Birth Certificate/Admit card or Certificate of Madhyamik Pariksha) (Size : less than 500 KB, Format : Only .pdf format.)

» Address Proof Document (AAdhaar card/EPIC/Passport/Electricity Bill) (Size : less than 500 KB, Format : Only .pdf format.)

» Educational Qualification Document (Size : less than 500 KB, Format : Only .pdf format.)

For any type of Queries regarding Online submission of application : - h███████████████m

Online Application :: Click Here

Click here for online application in the bottom of the page.

Login

Mobile No :

📞 Enter Mobile No.

Password :

🔒 Enter Password

8423 ↻

Enter Captcha

Login

Forgot password?

New Applicant ? Register here

If you are new applicants click here for registration in the bottom of the page .

Registration

Mobile Number *	▬▬▬▬▬
Password *	●●●●●●●●●
Confirm Password *	●●●●●●●●●
Candidate's Name *	▬▬▬▬ MIDDLE NAME ▬▬▬▬
Guardian's Name*	Father ⌄ NC GHOSH
Name of the post *	Data Entry Operator ⌄
Date of Birth *	▬▬▬▬
Address Proof *	Aadhar Card ⌄ No * ▬▬▬▬
Sex *	Male ⌄
Email Address *	▬▬▬▬▬

Submit   Already Registered? **Login here**

A 'Registration Form' will be open. Then enter all the details and Click Submit Button.

⚠ **Please Verify Your Details And Confirm.**   ✕

Candidate's Name :	▬▬▬▬▬
Father's Name :	NC GHOSH
Mobile Number :	▬▬▬▬
Name of the post :	DATA ENTRY OPERATOR
Date of Birth :	▬▬▬▬
Identity Proof :	Aadhar Card No : ▬▬▬▬
Sex :	Male
Email Address :	▬▬▬▬▬

Confirm

After verification all details then click on the confirm button.

Login

Mobile No :

📞 ~~━━━━━━~~

Password :

🔒 ••••••••••

2 5 6 6 ↺

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Login

Forgot password?

New Applicant ? Register here

After complete the registration then login with your user name and password

Status

Personal Details	Qualification Details	Upload Documents	Confirmation
✕ Incomplete	✕ Incomplete	✕ Incomplete	✕ Incomplete

Personal Details | Qualification Details | Upload Documents | Confirmation

*Means all fields are required

Name of the post	Name of the Candidate	Date of Birth	Guardians Name
▓▓▓▓▓▓▓	▓▓▓▓▓▓▓	▓▓▓▓▓▓	Father NC GHOSH

Sex	Mobile Number	Email Address	Aadhar Card
Male	▓▓▓▓▓▓	▓▓▓▓▓▓▓	▓▓▓▓▓▓

* Nationality
Indian

* Religion:
Hindu

Permanent Address

* Village/Road: kamalpur
* Police Station: siuri
* State: West Bengal
* District: Birbhum
* Block/Municipality: SURI I
* Post Office: siuri
* Pincode: 731101

Present Address ☑ Copy the Permanent Address

* Village/Road: kamalpur
* Police Station: siuri
* State: West Bengal
* District: Birbhum
* Block/Municipality: SURI I
* Post Office: siuri
* Pincode: 731101

Save

Enter all the field in Personal Details then Click Save Button.

Status

Personal Details	Qualification Details	Upload Documents	Confirmation
✓ Complete	✕ Incomplete	✕ Incomplete	✕ Incomplete

Personal Details | **Qualification Details** | Upload Documents | Confirmation

*Means all fields are required

EDUCATION QUALIFICATION

*Qualification	*Examination Passed	*Board/University/Council	Year of * Passing	*Total Marks	Marks * Obtained	*Percentage	*Document	Action
[Select All]	Examination Passed	Board/University	Year of Pas	Total Mark	Marks Obta	(%)	Choose File	💾 ↺

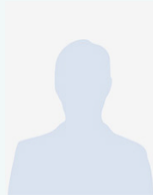| SL#	Level of Qualification	Examination Passed	Board/University/Council	Year of Passing	Total Marks	Marks Obtained	Percentage	Document	Action
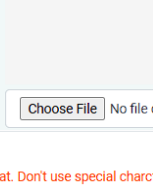
COMPUTER KNOWLEDGE

*Course Name	*Institution	*Duration	*Marks / Grade	*Document	Action
[Select Course Name]	Institution	[Select Duration]	Marks / Grade	Choose File No fil...hosen	💾 ↺

SL#	Course Name	Institution	Duration	Marks/Grade	Document	Action
1	Diploma in Computer Application	govt db g	6 Months	52	👁	🗑

Then click on Qualification Details

Fill up all the qualification details then click save button.

Status			
Personal Details	**Qualification Details**	**Upload Documents**	**Confirmation**
✔ Complete	✔ Complete	✔ Complete	✖ Incomplete

Personal Details   **Qualification Details**   **Upload Documents**   **Confirmation**

*Means all fields are required

Photo and Signature

* Upload Photo :
Note: Maximum Size of Image must be 15 KB & File extension must be .jpg and .jpeg format.

Choose File   No file chosen

Upload

* Upload Full Signature :
Note: Maximum Size of Signature must be 15 KB & File extension must be .jpg and .jpeg format.

Choose File   No file chosen

Upload

Document Upload

Note: Size must be less than 500 KB and File extension should be .pdf format. Don't use special charcters(Ex. dot,comma etc) in file name.

* Age Proof:
(Birth Certificate/Admit card or Certificate of Madhyamik Pariksha)

Choose File   No file chosen

Upload

* Aadhar Card:

Choose File   No file chosen

Upload

Then Click for upload documents.

Choose file for photo, signature, Age proof & Address proof as mentioned the size inleft side.

Status

Personal Details	Qualification Details	Upload Documents	Confirmation
⊘ Complete	⊘ Complete	⊘ Complete	⊘ Incomplete

Personal Details   Qualification Details   Upload Documents   Confirmation

To,
Additional District Magistrate &
District Land and Land Reforms Officer,
Birbhum.
Sub: Application for the post of Data Entry Operator.
Ref: Notice Memo No.: 1235,   Date: 24/07/2024
Sir / Madam,
I do hereby apply for the post of Data Entry Operator on Contractual Basis and my particulars
are given below :-

Candidate Name :	BISWAJIT GHOSH	Nationality :	Indian
Father's Name :	NC GHOSH	Aadhar Card :	123456789123
Sex :	Male	Date of Birth :	17/04/1999
Mobile No :	7908107266	Email Address :	biswajitg369@gmail.com

Present Address

Village/Road :	kamalpur		
P.O :	siuri	P.S :	siuri
Block/Municipality :	SURI I	District: Birbhum	
State :	West Bengal	Pin :	731101

Permanent Address

Village/Road :	kamalpur		
P.O :	siuri	P.S :	siuri
Block/Municipality :	SURI I	District: Birbhum	
State :	West Bengal	Pin :	731101

Education Qualification

Qualification	Examination Passed	Board/University/Council	Year of Passing	Total Marks	Marks Obtained	% of Marks	Upload Doc
Madhyamik (10 Standard)	10 pass	wbbse	2015	700	580	82.85	Yes
H.S (12th Standard)	12 pass	wbbse	2017	500	390	78.00	Yes
Graduation	Graduation pass	BU	2022	600	470	78.33	Yes

Computer Knowledge

Course Name	Institute	Duration	Marks/Grade	Upload Doc
Diploma in Computer Application	govt db g	6 Months	52	Yes
Bachelor in Computer Application	BIP	3 Year	500	Yes

Age Proof Document: ✔   Address Proof ✔

Yours Faithfully,

Full Signature of candidate

Thanking You,

☑ I Declare that :-
I hereby, declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. It found at any stage of recruitment, that any fault/ fabricated / false / illegal documents have been submitted by me then my candidature will immediately be cancelled without any further information.

Confirm and Submit

Next click on Confirmation

Please Check all the details then click
Confirmation and Submit Button.

Confirmation

To,

Additional District Magistrate &

District Land and Land Reforms Officer,

Birbhum.

Sub: Application for the post of Data Entry Operator.

Ref: Notice Memo No.: 5139/Estt./DL&LRO(B),   Date: 11/11/2024

Sir / Madam,

I do hereby apply for the post of Data Entry Operator on Contractual Basis and my particulars are given below :-

Candidate Name :	███████	Nationality :	Indian
Registration No :	1000015	Religion :	Hindu
Father's Name :	██████	Aadhar Card :	
Sex :	Male	Date of Birth :	████████
Mobile No :	██████	Email Address :	██████████

Present Address

Village/Road :	██████		
P.O :	████	P.S :	████
Block/Municipality :		District : Birbhum	
State :	West Bengal	Pin : ████	

Permanent Address

Village/Road :	██████		
P.O :	████	P.S :	████
Block/Municipality :	████	District : Birbhum	
State :	West Bengal	Pin : ████	

Education Qualification

Qualification	Examination Passed	Board/University/Council	Year of Passing	Total Marks	Marks Obtained	% of Marks	Upload Doc
Madhyamik (10 Standard)	10pass	████	████	██	██	82.85	Yes
H.S (12th Standard)	12pass	██████	████	██	██	78.00	Yes
Graduation	Graduation pass	███	█████	██	██	78.33	Yes

Computer Knowledge

Course Name	Institute	Duration	Marks/Grade	Upload Doc
Diploma in Computer Application	govt db g	6 Months	██	Yes
Bachelor in Computer Application	BIP	3 Year	██	Yes

Age Proof Document:✔   Address Proof:✔

I hereby, declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. It found at any stage of recruitment, that any fault/ fabricated / false / illegal documents have been submitted by me then my candidature will immediately be cancelled without any further information.

Yours Faithfully,

Thanking You,

Full Signature of candidate

Download

Click Download button for download your Application Form. You can print the Application Form for further reference