



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
SILIGURI, DIST. DARJEELING

NOTIFICATION

Memo. No. 90/1CN-12

Dated. 8/2/19

Applications in the prescribed format are invited from the eligible candidates for the following posts under the Mati Sathi – Additional District Library, Himanchal Vihar, Matigara, Dist. Darjeeling.

Name of the post	No. of posts vacant	Age as on 30/9/2018	Educational Qualification & experience	Desirable	Consolidated salary per month in Rs.	Mode of examination
Data Entry Operator	2	21-37 years	Graduate in any discipline with Certificate in computer application	Minimum 1 year of working experience	11,000/- per month	Educational Qualification Marks with Typing Speed and Viva Voce

Terms and Conditions:

- The posts are purely temporary and contractual in nature. Initially appointment will be made for 1 year.
- However, the service may be terminated with one month prior notice without any reason.
- Work related to Mati Sathi – Additional District Library and other official work assigned from time to time to be performed as normal duty.
- Applicants should be medically fit.

How to apply:

Applications forms may be downloaded from the official website www.siliguri.gov.in. Duly filled in application form is to be submitted along with the self attested photocopies of following documents at the Office of the Secretary, Local Library Authority & Assistant District Library Officer, 1st Floor, Additional District Library Building, Kachari Raod, Near Dinabandhu Mancha, Siliguri, Pin – 734001.

- Age proof certificate as Admit Card of Madhyamik.
- Voter ID Card.
- Educational qualification certificate along with mark sheets.
- Certificate in Computer Application.
- Three recent passport sized colour photographs.
- One self addressed stamped envelope for delivery of admit card.
- Experience certificate of at least one year.
- The name of the selected candidate and date of the computer test with viva voce published in the above mentioned website. If admit cards are not delivered to the selected candidate please contact with the above mentioned office before two days from the date of computer test with viva voce.
- Last date of submission of application form: **21st February, 2019 till 4:00 pm.**

Sub-Divisional Officer, Siliguri

Dated. 8/2/19

Memo.No. 90/1(9)/CN-12

Copy forwarded for information to:-

1. The Director, Directorate of Library Services, 9th Floor, Bikash Bhawan, Salt lake, Kol – 700 091.
2. The District Magistrate, Darjeeling.
3. The Additional Executive Officer, Siliguri Mahakuma Parishad.
4. The Block Development Officer, Kharibari/ Matigara/ Naxalbari/ Phansidewa block for displaying in the office notice board.
5. The District Informatics Officer, Darjeeling for uploading the same in the websites www.siliguri.gov.in.
6. The Sub-Divisional Information and Cultural Officer, Siliguri for wide publicity in the local print media urgently.
7. The Secretary, Local Library Authority & Assistant District Library Officer for displaying in the office notice board.
8. Notice Board, SDO Office, Siliguri.

9. Notice Boards at SDA, SMC, SMP

Sub-Divisional Officer, Siliguri

**FORMAT FOR APPLICATION FOR THE CONTRACTUAL POST OF DATA ENTRY OPERATOR (DEO)
FOR MATI SATHI – ADDITIONAL DISTRICT LIBRARY, HIMANCHAL VIHAR, MATIGARA, DIST.
DARJEELING**

Name of the post applied for: _____

Affix self attested recent
passport size colour
photograph

1.	Name in capital letters					
2.	Father's name					
3.	Address for communication					
4.	Date of birth					
5.	Age as on 30/09/2018					
6.	Contact No.					
	Email address					
7.	Educational Qualification	Exam passed	Subjects taken	Total No. of Marks obtained	% of marks obtained	Year of passing
		Secondary				
		Higher Secondary				
		Graduation				
7.	Computer Application Certificate Details					
8.	Working experience					
9.	PPO No. (In case of retired govt. employee , a photocopy of PPO to be attached)					

Note: 1. Self attested photocopies of proof of Age, Educational Qualification, Computer Application and Experiences are to be enclosed.
2. The duly filled in application along with the necessary documents has to be submitted at Office of the Secretary, Local Library Authority & Assistant District Library Officer, 1st Floor, Additional District Library Building, Kachari Raod, Near Dinabandhu Mancha, Siliguri, Pin – 734001 on or before **21st February, 2019 till 4:00 pm.**

I hereby undertake that the information furnished above is correct to the best of my knowledge and belief and anything found contrary I would be liable for that.

Place: _____

Date: _____

Full signature of the applicant

ADMIT CARD

**RECRUITMENT OF DATA ENTRY OPERATOR (DEO) ON CONTRACTUAL BASIS FOR MATI SATHI –
ADDITIONAL DISTRICT LIBRARY, HIMANCHAL VIHAR, MATIGARA, DIST. DARJEELING**

Ref. No.

Dated.

Name of the post applied for: _____

Name of the applicant: _____

Father's Name: _____

Address: _____

Affix recent passport size
colour photo graph

[For Office Use Only]

ROLL NO:

DATE OF EXAM:

TIME:

VENUE:

Signature of issuing authority

- N.B:1. Candidates will not be allowed to enter the examination hall after 15 minutes of the commencement of examination.
2. Candidates will not be allowed to carry mobile phone, calculator, smart watch and any other electronic gadgets inside the examination hall.
 3. Candidates will not be allowed to leave the examination hall before the end of the examination.
 4. No TA/ DA will be allowed.