

**OFFICE OF THE DISTRICT WELFARE OFFICER  
BACKWARD CLASSES WELFARE & TRIBAL DEVELOPMENT DEPARTMENT  
HOWRAH**

DISTRICT LEVEL SELECTION COMMITTEE (DEO)

NO: 1126/BCW/How

Date: 04/12/2018

**NOTICE**

Online Applications by intending candidates are invited by the District Level Selection Committee, Howrah for direct recruitment to the post of Data Entry Operator (Scheduled Tribe) on Contractual Basis at the Office of the District Welfare Officer (BCW & TD), Howrah. Willing candidates are required to apply online only in the website [www.howrahzilaparishad.in](http://www.howrahzilaparishad.in) on or before 21/12/2018 (5:00 PM). Selected candidates may be posted anywhere in Howrah district. The engagement shall be purely temporary and on Contractual basis for a period of one year only which can be renewed on yearly basis by the Backward Classes Welfare Department as per requirement on satisfactory performance.

The particulars of the posts, qualification, age limit, scale of pay and vacancy position under each category of posts are stated below. Candidates are requested to read the instructions thoroughly before submitting online application. Any omission /wrong information in this regard will make the application liable to be rejected at any stage of the process without further intimation. The conditions prescribed cannot be relaxed.

The schedule of Written Examination (50 marks) followed by Trade Test (35 marks) and Personality Test /Interview (15 marks) of the candidates, will be notified subsequently in the website and in the Admit Card to be generated online.

N.B: The District Level Selection Committee, Howrah shall have discretion to fix qualifying marks at each level of examination i.e. Written Test, Trade Test and Personality Test (Interview) and in the aggregate for all the categories of vacancies.

Name of the post	Essential Qualification	Upper Age Limit	Vacancy	Professional Fee
Data Entry Operator (Reserved for ST)	a) Must be a Citizen of India b) Bachelor's degree from a recognized university c) Certificate in computer application from any Institute recognized by the State or Central Government or State Council of Technical education or All India Council of Technical Education.	40 years as on date of this notification i.e. 06/12/2018 (Relaxation- as per Govt. Rules*)	01 [ST - 1]	Rs.11000/- (Consolidated on Monthly basis)

\* DATE OF BIRTH as recorded in MADHYAMIK OR EQUIVALENT ADMIT CARD / CERTIFICATE will only be accepted as a valid proof for verification of Age.

\* Upper Age Limit is relaxable by 5 years for ST Candidates.

❖ **IMPORTANT NOTES:-**

- The post is reserved for ST candidates of West Bengal only.
- The benefits of age relaxation for ST candidates will be admissible to the ST candidates of West Bengal only, as per relevant rules & regulations.

All shortlisted candidates will be required to furnish original certificate issued by any of the following Competent Authorities of West Bengal as laid down in the West Bengal Scheduled Castes & Scheduled Tribes (Identification Act, 1994 & SC & TW Department Order No. 261-TW/EC/MR-103/94 dt.06.04.1995, during verification of testimonials at any time to be fixed by the Selection Committee.

**No claim of being a member of ST will be entertained after submission of the online application.**

List of Competent Authorities for issuing Caste Certificates:

- In the District, the Sub-Divisional Officer of the Sub-Division concerned,
- In Kolkata, the District Welfare Officer, Kolkata and ex-officio Joint Director, Backward Classes Welfare, and
- Any competent authority, specially notified for the purpose, over any specific jurisdiction.

**Mode of Application:**

**APPLICATION: Applications can be submitted through online only.**

❖ **STEP-1: (ONLINE REGISTRATION)**

- All applicants must register himself or herself in the website [www.howrahzilaparishad.in](http://www.howrahzilaparishad.in) to apply for any posts. Online submission will commence on & from 06/12/2018 up to 21/12/2018 17.00 hrs.
- While filling online application the applicant will have to upload a) his/her color Passport size Photograph (20KB) and b) scanned signature (10KB).
- After successful registration, an acknowledgement slip mentioning name and registration no. will be generated online and which must be preserved as proof of successful application and for all future reference.

❖ **STEP-2 (GENERATION OF ADMIT CARD):**

- Applicant will get their Admit Card from the website [www.howrahzilaparishad.in](http://www.howrahzilaparishad.in) by entering their registration no. and date of birth in the prescribed place as per details to be notified after 21/12/2018
- Candidates shall have to take print out of this Admit Card
- Candidate should not sign the bottom half of the Admit card. This will be signed at the time of written examination before the Invigilator only.
- Candidates shall have to bring one Photo Identity Card, such as EPIC, Madhyamik Admit Card, SC/ST/OBC Certificate, Driving license, Passport etc. along with the Admit Card. Candidates, who do not follow the above instruction, will not be permitted to appear in the written examination.

Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of application. The candidates are advised to check the entries made against each column thoroughly before submission of application. The Photo and Signature of the candidate, as uploaded by them during One Time Registration, are displayed.

In any stage, if any statements made in the application be subsequently found to be false his/her candidature will be liable to be cancelled, and even if appointed to a post on the results of this examination his/her service will be liable to be terminated and legal action as per law will be initiated. Willful suppression of any material fact will also be similarly dealt with. Candidates should take particular note that entries in their application: submitted to the Selection Committee must be made correctly against all the items which will be treated as final and no alteration or addition in this regard will be entertained after submission of the application.

Applications not duly filled in or found incomplete or defective in any respect will be liable to rejection.

The District Level Selection Committee, Howrah may require such further proof or particulars from the candidates as it may consider necessary and may cause enquiries about their character and other particulars regarding suitability and eligibility at any stage.

Original certificates and self-attested photocopies of certificates relating to age, qualifications, caste certificate and previous employment, etc., will have to be submitted when the District Level Selection Committee will ask for them afterwards. If any candidate fails to furnish any certificate or other relevant document or information relating to his/her candidature within the time specified by the District Level Selection Committee, his/her claim for appointment may be passed over without further reference to him/her.

**Submission of more than one application is strictly forbidden.** The candidature of a candidate, who submits more than one application for a single post for admission to the Examination, will be cancelled even if he/she is eligible for the same.

A candidate should note that his/her admission for appearing at the Examination will be deemed provisional subject to determination of his/her eligibility in all respects. If at any stage even after issue of the letter of appointment, a candidate is found ineligible for admission to this Examination, his/her candidature will be cancelled without further reference to him/her.

**Canvassing:** Any attempt on the part of candidate to enlist support for his/her application through persons, officials of Government, or agencies will disqualify him/her for appointment. Specific recommendations from persons interested in the candidates, or otherwise known to them will be disregarded and will render the candidates ineligible.

**No candidate shall be allowed to enter the Examination Hall with Mobile and / or Any Electronic Gadgets, Bag Water Bottle, etc.**

**No TA/DA will be applicable for the candidates who will appear in the written test.**

**Syllabus for written Examination: (50 marks) : Time: 45min.**

Name of the post	Subject
Data Entry Operator	Computer Application:40marks English: 10 marks

**Trade Test: 35marks**

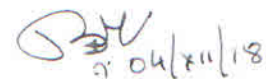
**Interview: 15 marks**

Candidates shortlisted on the basis of marks obtained in Written Examination shall only be allowed to appear in the Trade Test .

**The Final merit list will be prepared on the basis of total marks obtained in the written Examination, Trade Test and Interview.**

- ❖ **Date of commencement of submission of online application: 06/12/2018**
- ❖ **Closing date for submission of online application: 21/12/2018 (17:00 Hours)**
- ❖ **Generation of online Admit card : To be notified subsequently by email and website**
- ❖ **Date of written examination: To be notified subsequently in Admit Card**  
(Details of written examination, such as venue, time will be mentioned in the admit card)

**By Order**



District Welfare Officer (BCW &TD)

&

Member-Secretary, DLSC (DEO), Howrah