



Government of West Bengal  
Office of the Additional District Magistrate &  
District Land & Land Reforms Officer

Purba Medinipur :: Ganapatnagar. Phone : 03228-263070/127, e-Mail:dlropm1@gmail.com

Memo. No. 9421 /Estt/DL&LRO/2024

Date :- 27.12.2024

**NOTICE**

Application are invited from interested candidates for engagement to the post of Data Entry Operator on contractual basis following extant Rules as laid down in L&LR and RR&R Deptt. Notification No. 206-Estt/13099/11/19 dated 16<sup>th</sup> January, 2024 and Finance Department Memo. No. 5859-F(Y) dated 22.7.13.

**The engagement shall be purely temporary on contractual basis initially for a period of three years as a special case in connection with computerisation of Land Records and may be terminated at the completion of the job or at the end of the project whichever is earlier. Renewal of these posts beyond three years will be subject to satisfactory performance.**

The selected candidates may be posted on the Office of the BL&LROs, SDL&LROs and DL&LRO of this District.

The details of the post of Data Entry Operators are as under :-

1	Residential Status	Candidates must be permanent resident of Purba Medinipur District
2	Qualification	Compulsory-(1) Graduation in any discipline from any recognized University in India with minimum 60% marks.(2) Computer Education- minimum 6 months.
3	Age as on 01.01.2025	Between 21 years to 45 years.
4	Remuneration	Consolidated remuneration of Rs. 13,000/- (Thirteen thousand) only per month, subject to modification as per latest Govt. Order.
5	Number of Post	19(Nineteen)
6	Nature of duration of job	Purely temporary on contractual basis for a period of 3 years initially as a special case in connection with computerisation of Land Records.
7	Mode of Application	Only online application will be accepted in the district website <a href="http://www.purbamedinipur.gov.in">www.purbamedinipur.gov.in</a> .
8	List of documents to be submitted	i) Age Proof (ii) Address Proof (iii) Graduation Mark Sheet (iv) Computer Education Certificate (minimum 6 months) (v) Passport size colour Photograph.

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9. Mode of Selection :-

A) Applicants must appear in a Written Test for 50 Marks having following break-up :-

Subject	Marks
Arithmetic(Madhyamik Standard)	10
English	10
Computer Knowledge, test of reasoning etc.	30

There shall be multiple choice questions . All questions shall carry equal marks. For every wrong answer there shall be deduction of 1/3<sup>rd</sup> of the total marks allotted to the question.

Candidates shall be called for Practical Test (Computer Knowledge ) on 1:5 i.e. for 19 no. vacancies there shall be called 95 candidates on the basis of merit of marks obtained in written test.

B) Practical Test in Computer :- This shall carry 40 Marks.

C) Personality Test :- This shall carry 10 Marks.

Final panel shall be made on the basis of total marks obtained by the candidate in Written Test, Practical Test and Personality Test. Candidate who obtains highest marks shall be offered for joining.

10. Opening date for submission of online application :- 01.01.2025.

Closing date for submission of online application :-15.01.2025.

**Only the application submitted in online mode shall be accepted.** Admit Card for Written Test will be issued to those eligible candidates on the basis of scrutiny of application form and documents submitted. If found at any stage of recruitment that any fault/fabrication/false/illegal documents have been submitted by the applicant, his/her candidature shall immediately be cancelled without any further information.

The undersigned reserves the right to cancel the recruitment process without assigning any reason whatsoever.

11. Date of Written Test :- 09.02.2025,(Please vist [www.purbamedinipur.gov.in](http://www.purbamedinipur.gov.in) for changes , if any)

Download the Admit Card for written examination from [www.purbamedinipur.gov.in](http://www.purbamedinipur.gov.in)

**Help Line number :- 03228-263070/127( On any working day from 11.00 am to 4.00 pm).**

  
Additional District Magistrate  
and

District Land & Land Reforms Officer,  
Purba Medinipur

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Memo. No. 942/1(67)/Estt/DL&LRO/2024

Date :-27/12/2024.

Copy forwarded for information and wide publicity to :-

- 1-2) The Dy. D.L & L.R.O.,(LR/Admin) Purba Medinipur.
- 3-6) The Sub-Divisional Officer(All),Purba Medinipur.
- 7-10) The Sub Divisional Land & Land Reforms Officer(All),Purba Medinipur.
- 11-35) The Block Development Officer(All), Purba Medinipur.
- 36-60)The BL&LRO (All),Purba Medinipur .
- 61) The DIO, NIC, Purba Medinipur for publication in District Website.
- 62) The DICO, Purba Medinipur with a request to publish of employment notice Minimum two daily newspapers "ANANDABAZAR PATRIKA"(Bengali) and "TIMES OF INDIA"(English) in minimum expenses Column/Page within 30/12/2024 positively and intimate to the undersigned alongwith paper cutting of such advertisement.
- 63) P.A.to D.M.,Purba Medinipur for kind appraisal.
- 64-67) PA to ADM(LR)/ADM(G)/ADM(Dev.)/ADM(ZP) for kind appraisal.



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Barababu/idt