

Application for Data Entry Operators (DEO), on contractual and temporary basis in the Treasuries of Nadia District

Detailed Examination Guidelines

The examination will be conducted in a structured manner, consisting of multiple phases and a selection process to ensure the most qualified candidates are chosen. Below are the comprehensive details regarding the examination, eligibility, selection process, and contractual terms.

A. Examination Phases(TotalMarks:100)

The selection process includes three valuation phases:

1. Written Test (70Marks)

- The written test will be based on multiple-choice questions (MCQs).
- It will assess the candidate's knowledge relevant to the job, including general awareness, reasoning ability, and subject-specific knowledge.

2. Computer Proficiency Test (20Marks)

- This test will evaluate candidates on their hands-on computer skills.
- The test will include assessments on typing speed and proficiency in both **English and Bengali**.
- Basic and advanced knowledge of computer applications may also be tested.

3. Interview cum PersonalityTest(10Marks)

- Candidates will be assessed on their communication skills, confidence, and overall personality.
- Theinterviewpanelmayalsoevaluatethecandidate'sproblem-solvingability, technical knowledge, and suitability for the role.

B. Short listing Process

- A total of **20 candidates** will be shortlisted for the Computer Proficiency Test and Interview based on their **Written Test scores**.
- The short listing will be done by maintaining a **1:5 ratio**, meaning for every available vacancy, five candidates will proceed to the next stage.

C. Eligibility Criteria

1. Educational Qualification

To be eligible for the examination, a candidate must have:

- A **graduate degree** in any discipline from a recognized institution.
- At least an **"O" level certificate in Computer Application** from a government-recognized institution.

2. Age Requirement

- The candidate must be at least **40 years old** as of **1st January 2024**.

D. Application Process

Candidates must apply through **online mode only**, following the prescribed application format. Applications should be submitted to the **District Magistrate, Nadia**, who also serves as the **Chairman of the District Level Selection Committee**.

Documents to be uploaded:

Applicants' must upload the following documents while submitting their application:

1. **Admit Card of Madhyamik Examination** (for age verification).
2. **EPIC (Voter ID)/Aadhaar Card** (for residential proof).
3. **Mark sheet of all academic qualifications** up to graduation level.
4. **Computer Application Certificate** (minimum 'O' Level qualification).
5. **Experience Certificate** (if applicable) for prior work in computer-related fields.

E. Nature of Engagement

- The appointment will be **purely on a contractual/temporary basis** for a period of **one year**.
- The engagement may be **renewed** if the candidate's performance is satisfactory, subject to approval by the **Finance Department** based on the **recommendation of the District Magistrate**.

F. Termination Conditions

The contractual engagement maybe terminated under the following conditions:

1. **End of the Contract Period**—If the contract is not renewed, the engagement will automatically expire.
2. **Termination with Notice** – Either the employer or the candidate may terminate the engagement by providing a **30-day notice** within the contract period.
3. **Disciplinary Actions** – The contract may be terminated due to **insubordination, improper behavior, inefficiency, negligence, or misconduct**.

Conclusion

This examination and selection process aim to recruit competent candidates based on their qualifications, computer skills, and overall suitability for the role. Candidates must carefully follow the application guidelines, prepare thoroughly for the written and computer tests, and ensure all required documents are submitted properly. The contract-based nature of this engagement requires candidates to perform efficiently to secure possible renewal beyond the initial one-year period.