

## **Detailed Advertisement to be published in the website:**

Application is invited in the following format for the post of a “Data Entry Operator (D.E.O.)” on contractual basis in the **Office the Chief Executive Officer (C.E.O.), West Bengal Transport Workers’ Social Security Scheme, New Secretariat Buildings, 11<sup>th</sup> floor, Room no 27, 1, K.S. Roy Road, Kolkata – 700001. Please address the application to the Chief Executive Officer (C.E.O.) at the above address.**

### **1. Terms and conditions of engagement:**

- a. The engagement shall be purely on contractual/ temporary basis for a period of 1 (One) year.  
This can be renewed on satisfactory performance by the West Bengal State Social Security Board/ Executive Council on recommendation of the C.E.O., WBTWSSS.
- b. The applicant has to possess a degree in Graduation with at least “O” level certificate in Computer application.
- c. I) The data entry operator would be entitled to get ‘Professional Fee’ on monthly basis @ Rs. 11,000/- (Rupees Eleven Thousand) per month.  
II) Annual increment benefit would be @ Rs. 500/- (Rupees Five Hundred) for first five years and then @ Rs. 600/- (Rupees Six Hundred) thereafter. This is subject to continuous satisfactory service.

### **2. Termination:**

The engagement of D.E.O. will be terminated under the following situation:

- a. Expiry of contract period, if not renewed,
- b. Giving 30 days’ notice by either side within the validity period of the contract,
- c. Forthwith under insubordination & improper behaviour, inefficiency, negligence etc.

### **3. The Role and function of the Data Entry Operator (D.E.O.) so engaged should be restricted to the following activities:**

1. Bill receiving and raising of bill,
2. Scroll entry,
3. Cheque delivery/ NEFT/ Fund Transfer,
4. Return Memo generation,
5. Compilation work,
6. Report generation,
7. PPO entry ,
8. Advice entry of LF/ PL,
9. Sanction order generation and entry,
10. Other data entry related work,
11. Other office work as and when required by the Competent Authority.

### **4. Age:**

The upper age limit of the candidate may be 40 years as on 1<sup>st</sup> August, 2018.

5. No copy of documents is required to be attached with the application . The original with one copy of documents is to be submitted by the preliminary selected candidates based on computer type test

### **6. Last date of submission of application: 27 /08/2018**

## Application Format

### Application for the Post of “Data Entry Operator (D.E.O)” at the Office of the Chief Executive Officer, West Bengal Transport Workers’ Social Security Scheme.

1. Name: \_\_\_\_\_
2. Father’s Name: \_\_\_\_\_
3. Present Address: \_\_\_\_\_  
\_\_\_\_\_
4. Permanent Address: \_\_\_\_\_  
-----
5. (a) Email address: \_\_\_\_\_ (b) Phone No \_\_\_\_\_
6. (a) PAN: ----- (b) Voter ID: ----- (c) AADHAR NO.- -----
7. Age as on 1<sup>st</sup> August, 2018: \_\_\_\_\_
8. Marital status: Married/Unmarried
9. Educational Qualification:

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Passport size self-  
attested photo

| <u>Sl No</u> | <u>Name of Examination<br/>passed</u> | <u>Board/ University</u> | <u>Year of passing</u> | <u>Percentage of<br/>marks obtained</u> |
|--------------|---------------------------------------|--------------------------|------------------------|---|
| 1            |                                       |                          |                        |   |
| 2            |                                       |                          |                        |   |
| 3            |                                       |                          |                        |   |

10. Details of Computer Knowledge:

| <u>Sl No</u> | <u>Name of Examination<br/>passed</u> | <u>Name of Institute</u> | <u>Year of passing</u> | <u>Percentage of<br/>marks obtained</u> |
|--------------|---------------------------------------|--------------------------|------------------------|---|
| 1            |                                       |                          |                        |   |
| 2            |                                       |                          |                        |   |

11. Additional qualification, if any: \_\_\_\_\_

The details given above are true to the best of my knowledge and belief. I understand that if any information is found incorrect at any time of the recruitment process or during my tenure of engagement, my candidature/engagement will be rejected/terminated forthwith.

Place:

Date:

\_\_\_\_\_  
(Signature of the applicant)