

**Government of West Bengal**  
**Directorate of Correctional Services**  
**Jessop Building, 1<sup>st</sup> Floor, 63 N. S. Road, Kolkata-700001**

**NOTICE for Walk-In-Interview**

Suitable candidates are invited for walk in interview for filling up for the post of Data Entry Operator (DEO) on purely temporary and contractual basis for the remaining period in the current financial year 2016-17 from the date of joining and likely to be continued in next financial year. Candidate will be selected on the basis of academic qualification and technical computer knowledge test cum viva-voce. The engagement may also be terminated at the completion of the job or at the end of project or the discretion of the Appointing Authority.

Name of the Post	No of Post	Required Qualification	Age Limit	Professional fees per month	Mode of Payment
Data Entry Operator (DEO)	13	Graduation in any branch with certificate in Computer Application	As per extant Govt rules	Rs. 11000.00	After deduction of P.Tax & IT as applicable as per rule

The selected Data Entry Operators (DEOs) will be posted in the following District Correctional Homes/ Offices under the Directorate of Correctional Services.

Howrah DCH (2), Dumdum CCH (1), Chandnagar SCH (1), Serampore SCH (1), Barrackpore Spl CH (2), Kalyani SCH (1), DCS (2), DIG Dumdum (1), RICA/PMU (2).

**Note:** Number mentioned in the bracket that indicates vacancy position.

The interview will be conducted on 27/November/2016 (09:00A.M) at REGIONAL INSTITUTE OF CORRECTIONAL ADMINISTRATION, 1/1 RESERVOIR ROAD, DUMDUM, KOLKATA 700 028.

Local candidates will be given preference for selection to the concerned correctional homes. No allowance for travel / stay for interview are admissible. Kindly bring all your original testimonials along with dully filled Bio-Data as per attached format, one set of photocopies of educational qualification and computer education, EPIC (Voter-ID Card)/Aadhar card, Residential Certificate given by local authority while appearing for the interview.

  
**Nodal Officer, e-Prison Project,**  
**Correctional Services,**  
**West Bengal**

**APPLICATION FOR WALKING INTERVIEW FOR DEO**  
Candidate shall fill in the application form in CAPITAL LETTER.

Affix your recent  
colour passport  
size photograph

1. Name (BLOCK LETTER) : \_\_\_\_\_
2. Father/Husband's Name : \_\_\_\_\_
3. Residential Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Mobile No. : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Educational Qualification : \_\_\_\_\_

Name of Examination	Year of Passing	Board /University	Total Marks	Mrks obtained	Division/Classes	% of marks
Madhyamik/10 <sup>th</sup> standard						
H.S/12 <sup>th</sup> standard						
Graduatin						

7. Certificates on Computer Course : \_\_\_\_\_
8. Experience (if any related to the post) : \_\_\_\_\_

I hereby undertake that the particulars furnished above are true to the best of my knowledge and belief. If any of the particulars supplied is found wrong at any stage of engagement, my candidature will be cancelled forthwith copies of the testimonials are attached.

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

Date : \_\_\_\_\_

Place : \_\_\_\_\_

N.B. : Photo copies of certificates regarding age, qualification, computer certificate etc. with self certified must be attached with the application.