

Office of the Principal
Ramkrishna Mahato Government Engineering College, Purulia
(Formerly Purulia Government Engineering College)
Village- Agharpur, P.O.- Ramamoti, Block- Joypur, District – Purulia, Pin- 723103

Ref. No.-28/III/19-20

Dated: 01.10.2019

Notification

Applications are invited in the prescribed format from intending applicants for the following post on temporary and contractual basis for Ramkrishna Mahato Government Engineering college, Purulia.

Name of the Post	No. of Post	Eligibility Criteria	Professional Fees(Per month)
Data Entry Operator (Maximum age 40 years)	4(Four)	Graduation with certificate in Computer Application (Minimum Six months duration). Experience in the job of Data entry operator will be preferred.	Rs.13,000/- (Consolidated)

Terms and Conditions:

1. The engagement will be purely temporary and contractual basis for one year.
2. Renewal of the engagement may be done later on basis of the procedure mentioned in Government order viz. no5859-F(Y) dated 22.07.2013.
3. A format of the **Application form** is enclosed.
4. The last date of receiving of filled in Application form along with self attested photocopies of necessary testimonials (Proof of date of birth, residential address, educational qualifications, experience certificates from employer, cast certificates from appropriate authority (if any)), is 20/10/2019 up to 5 p.m. Applications (In sealed envelope) can be sent via post or can be dropped in the earmarked box available in the college entrance security room/office. Applications received after 20/10/2019, 5 p. m will not be considered.
5. After screening of the applications, eligible candidates would be communicated regarding interview date, time and venue through email and mobile message only. Candidates are requested to mention valid and active mail id and phone number in the **Application form**. No other means of communication will be made. The eligible candidates list for interview will also be displayed in college website.
6. Interview will be taken by a selection committee whose decision shall be final and binding on the candidates appearing in the interview for the above mentioned post.
7. At time of interview all eligible candidates shall bring with them all the originals and photocopies of testimonials regarding date of birth, residential address, educational qualifications, experience certificates cast certificates (if any), Aadhar/Voter ID and two copies of recent colour passport size photographs.
8. The selection committee reserves the right to cancel/postpone the interview programme without citing any reason.


Principal

Principal
Ramkrishna Mahato Government Engineering College
Vill: Agharpur, P.O.- Ramamoti, Block: Joypur
District: Purulia, Pin- 723103

Application form for the post of Data Entry Operator at Ramkrishna Mahato Government Engineering College, Purulia

Attach passport size photo duly self attested

Applicant's Name: _____

Father's/Husband,s/Guardian's Name: _____

Address for Correspondence: _____

City/Town: _____ Pin: _____ State: _____

Permanent Address: _____

City/Town: _____ Pin: _____ State: _____ P.S: _____

Mobile (Mandatory): _____ Tel.No. (With STD Code): _____

Email ID (Mandatory): _____

Gender: _____ Date of Birth: _____ Age as on 31-10-2019: _____

Nationality: _____

Whether any criminal case initiated/pending against you: Yes/No

Academic Qualification:

SL.No	School/Board/Univ./Inst.	Exam Passed	Year of Passing	Total Marks	Marks Obtained	% of Marks obtained

Certificate in Computer:

SL.No	Name of the certificate course	Institution	Duration	Grade/Percentage

Working Experience:

SL.No	Name of the Company/Organization	Duration		Nature of Job
		From	To	

Declaration:

I hereby declare that all the information given by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements is found to be incorrect or false or any information particulars have been suppressed or omitted in this form, I am liable to be disqualified for the requisite interview or if selected my appointment will be cancelled without any compensation in lieu of notice.

Date

Signature of the candidate