

Government of West Bengal  
Office of the District Controller (F&S)  
District- Malda

NOTICE

No. 2503 / DCF (M)/DEO

Date. 16-08-2017

In terms of Order No. 1885-FS/O/Sectt/IT-05/2014, dated 28<sup>th</sup> June 2017, of the Special Secretary of Food & Supplies Department, applications are invited from the reputed agencies for hiring of 09 (nine) no's of Data Entry Operators in the Offices of Inspectors, Food & Supplies, of this district.

The Data Entry Operators will be hired only through agencies at a hiring charge not exceeding Rs. 11000.00 (eleven thousand) only per operator per month.

Each Data entry Operators may have to work in more than one office as will be assigned to them from the end of SCF&S and DCF&S office from time to time.

Minimum qualification of Data Entry Operators is graduation with certificate in computer applications from a recognized University/ Institute.

Intending agencies will send their proposals in sealed envelope to office of the District Controller, Malda, Mokdumpur, PIN- 732103 with in 5.00 PM of 11<sup>th</sup> September 2017.

The agencies are also required to mention the commission to be charged by them out of the total amount of Rs. 11000.00 (eleven thousand) only per candidate.

The lowest charged agency will be tested for their proficiency in computer application for their Data Entry Operators. In future if any problem arises regarding performances of their Data Entry Operators, agency will be liable for replacement of Data Entry Operators forthwith.

Following documents are to be enclosed with the proposals 1) PAN 2) GSTIN 3) No. of DEO's to be offered 4) Contacts, Qualification and Experience of DEO's 5) Recent passport size photograph of DEO's.

  
District Controller (F&S)  
District- Malda

No. 2503 /1 (33) / DCF (M)/DEO

Date. 16/08/17

Copy forwarded for information with a request for wide publicity to:

1. Special Secretary, Food & Supplies Department, Khadya Bhaban, 11/A Mirza Ghalib St. Kol-87.
2. Joint Secretary, Food & Supplies Department, Khadya Bhaban, 11/A Mirza Ghalib St. Kol-87.
- 3-6. Additional District Magistrate, General/Development/Land Revenue/ Zilla Parishad.
7. Director, DDP&S, Khadya Bhaban, 11/A Mirza Ghalib St. Kol-87.
- 8-9. Sub-Divisional Officer, Malda (Sadar)/ Chanchal.
- 10-11. Chairman, English Bazar/ Malda Municipality.
12. District Informatics Officer, NIC, Malda with a request to upload the notice in District website.
- 13-14. Sub-Divisional Controller, Food & Supplies, Malda/ Chanchal.
- 15-29. Block Development Officers.....Block.
30. District Information & Culture Office, Malda.
31. P.A. to Sabhadhipati, Malda Zilla Parishad.
32. C.A. to District Magistrate, Malda.
33. This office Notice Board.

  
District Controller (F&S)  
District- Malda