

## Notice

Applications are invited from eligible candidates (Indian citizen only) for selection of one Data Entry Operator (DEO) on purely temporary and contractual basis in Gour Mahavidyalaya, Malda. Willing candidates who are permanent residents of Malda District are required to drop hard copies of application forms in the drop box kept at the office of the Principal, Gour Mahavidyalaya from **26.12.2023 to 05.01.2024** on working days from 12:00 a.m. to 4:00 p.m. Applications may be sent by registered post also. The last date for submission of the application is **05.01.2024** till 4:00 p.m. Application received by hand or registered post received after the scheduled date and time will be liable to be rejected. Application received through e-mail (if any) will not be accepted. Prescribed application form may be downloaded from the Gour Mahavidyalaya website [www.gourmaha.org](http://www.gourmaha.org) / [www.gourmaha.ac.in](http://www.gourmaha.ac.in) . Any application in different format shall be summarily rejected. Details of eligibility and other criteria are mentioned below. Engagement is purely on Contractual basis. The contract may be renewed on yearly basis on the basis of the requirement of contractual staff for the post and upon satisfactory performance by the incumbent.

### **Mode of Selection:**

It will be a 3 (Three) stage selection process; candidates will be shortlisted on the basis of academic qualification. Shortlisted candidates will have to appear for computer test and interview. Final selection will be made on the basis of total marks obtained in academic qualification, computer test and interview. If the marks are equal then preference is to be given to the candidate with senior in age as on 01.01.2024.

The distribution of marks on academic qualification, computer test and interview will be as follows:-

### **Academic Qualification: 30 Marks**

- i) For Madhyamik or Equivalent: Max. 10 Marks (proportionate marking i.e. % obtained in the Exam \*10/100)
- ii) For Higher Secondary or Equivalent: Max. 10 Marks (proportionate marking i.e. % obtained in the Exam \*10/100)
- iii) For Graduation: Max. 10 Marks (proportionate marking i.e. % obtained in the Exam \*10/100)

### **Computer Test: 10 Marks**

### **Interview: 10 Marks**

### **Total: 50 Marks**

### **Professional fees/Remuneration: Negotiable**

### **Eligibility Criteria:**

- A. **Educational Qualification** : Graduation in Computer Science or BCA.
- B. **Technical Knowledge** : Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet and having minimum typing speed of 30 (thirty) words per minute.
- C. **Age** : 30 years or less as on 01.01.2024 with relaxation 5 Years for SC/ST and 3 Years for OBC Candidates as per Govt. norms.

**APPLICATION FOR THE POST OF DATA ENTRY OPERATOR(DEO) ON  
CONTRACTUAL BASIS IN GOUR MAHAVIDYALAYA, MALDA**

To  
The Principal  
Gour Mahavidyalaya  
Malda

Recent  
Colour  
Passport size  
photo

1. Name of the Applicant( In Capital): \_\_\_\_\_
2. Fathers Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_(dd/mm/yyyy), Age(As on 01.01.2024) \_\_\_\_\_
4. Sex: \_\_\_\_\_(Male/Female/Other)
5. Category: \_\_\_\_\_(General/ SC/ST/OBC)
6. Blood Group: \_\_\_\_\_
7. Aadhar Number: \_\_\_\_\_
8. PAN: \_\_\_\_\_
9. Present Address: \_\_\_\_\_  
\_\_\_\_\_
10. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
11. Telephone Number/ Mobile No: \_\_\_\_\_
12. Email Address: \_\_\_\_\_
13. Work Experience: \_\_\_\_\_(Specify details- enclose self-attested documents)
14. Educational Qualification:

Examination Passed	University/Board	Year	Total Marks	Obtained Marks	Percentage of Marks
Madhyamik or Equivalent					
Higher Secondary or Equivalent					
Graduation					
Other					

15. Computer Knowledge: \_\_\_\_\_

16. Language Known:

a. Can Speak: \_\_\_\_\_

b. Can Write: \_\_\_\_\_

c. Can Read: \_\_\_\_\_

17. Any other information: \_\_\_\_\_

**Declaration**

I do hereby declare that all the statements mentioned above are true to the best of my knowledge and belief, if any of the above statement is found false or incorrect then I will be liable for rejection of my candidature. I have attached the copies of the following documents with this application.

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

\_\_\_\_\_  
*Full Signature of the Applicant*

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

Enclos:

Tick if applicable

- |  |                          |
|--|--------------------------|
| 1. Aadhar Card copy(self-attested).                                | <input type="checkbox"/> |
| 2. PAN Card copy(self-attested).                                   | <input type="checkbox"/> |
| 3. Madhyamik or Equivalent Marksheet copy(self-attested).          | <input type="checkbox"/> |
| 4. Madhyamik or Equivalent Certificate copy(self-attested).        | <input type="checkbox"/> |
| 5. Higher Secondary or Equivalent Marksheet copy(self-attested).   | <input type="checkbox"/> |
| 6. Higher Secondary or Equivalent Certificate copy(self-attested). | <input type="checkbox"/> |
| 7. Graduation or Equivalent Marksheet copy(self-attested).         | <input type="checkbox"/> |
| 8. Graduation or Equivalent Certificate copy(self-attested).       | <input type="checkbox"/> |
| 9. Experience Certificate copy(self-attested).                     | <input type="checkbox"/> |

