

**Government of West Bengal
Directorate of Forests
Office of the Director
Sundarban Biosphere Reserve, West Bengal
Bikash Bhaban, North Block, 3rd Floor,
Salt Lake City, Kolkata- 700 091**

NOTICE INVITING APPLICATION

SUBJECT : Engagement of Data Entry Operator in the e-Governance Project on temporary basis.

One Data Entry Operator is urgently required for the e-Governance Project related work temporarily on contractual basis for the Office of the Director, Sundarban Biosphere Reserve, West Bengal. This engagement is approved vide Finance Department, Audit Branch, Govt. of West Bengal's Memo. No. 5859-F(Y) Dated 22. 07. 2013 and Forests Department, Govt. of West Bengal's Memo. No. 1288-For / FR / O / 10A- 1 / 2015 dated 16. 06. 2015. The terms and conditions are as follows :-

1. The personnel will be engaged as 'Data Entry Operator' as per requirement of the job / project.
2. The engagement shall be purely temporary on contractual basis and may be terminated at the completion of the job or at the end of the project whichever is earlier or in the circumstances mentioned at para 6.
3. The Data Entry Operator will be paid 'Professional Fee' on monthly or daily basis as per contract. The Income Tax and other taxes, as applicable as per rule, shall be deducted at source from the Professional Fee. Professional Fee shall be based on the minimum qualification and previous experience in similar project (supported by experience certificate from the said Authority).
4. During selection of the personnel, merely having the qualification and experience in previous similar projects does not entitle the personnel to get the relevant Professional Fee slab. It will be decided by the Selection Committee. The matter of promoting the personnel to next higher designation or next higher slab of Professional Fees will be decided by the Administrative Authority of the Office of the Director, Sundarban Biosphere Reserve, West Bengal based on the performance and other aspects.
5. This engagement will be purely on temporary basis for a period of one year or less which can be renewed on monthly or yearly basis as per requirement of the project work.
6. If the performance of the personnel is found to be not satisfactory, the office may terminate service contract made with the said personnel with a seven days notice.
7. The designation and remuneration of the selected personnel will depend upon his / her qualification and experience as given below.
8. The remuneration will be paid on 'no work no pay' basis. Hence, for the days of absence the remunerations will be deducted proportionately on the basis of the total number of working days of the month. However, the personnel will be allowed to enjoy the holidays viz. Saturdays, Sundays and other Govt. notified holidays.

Designation	Minimum Qualification & Experience	Consolidated Professional Fee per month (Experience wise levels)
Data Entry Operator	Graduation with Certificate in Computer Applications	Fresher Rs 11,000 /- Enhancement of Rs 500 /- in Professional Fee per year during first 5 years in the project, subject to conditions mentioned above. Enhancement of Rs 600 /- in Professional Fee per year after 5 years in the project, subject to conditions mentioned above.

Persons interested may apply for the temporary job as mentioned herein with their Bio-data and one copy of recent Passport Size photograph so as to reach this office by 4th August,2015 positively. The application may be submitted in a sealed envelop addressed to the Joint Director, Sundarban Biosphere Reserve, West Bengal. The short listed persons will be asked to appear for interview / selection procedure shortly thereafter. No conveyance charges will be paid for the said appearance to the applicants.

No. 403 / SBR / E- 37 / 2015 (Part- III)
Dated 20. 07. 2015



Joint Director
Sundarban Biosphere Reserve
West Bengal