

**West Bengal Legislative Assembly Secretariat**  
**Assembly House, Kolkata-700 001**

**Employment Notification No. 292 LA/Estab.**

**Dated 7<sup>th</sup> March, 2024**

**Recruitment to the five posts of Data Entry Operator on contractual basis  
in the West Bengal Legislative Assembly Secretariat**

**Information to Candidates**

The West Bengal Legislative Assembly Secretariat will hold a Computer based typing test (both in English & Bengali) and interview for recruitment to the posts of Data Entry Operator in the West Bengal Legislative Assembly Secretariat at a consolidated Professional Fee of Rs. 16000/- per month in accordance with Finance Deptt. Memo. No. 5859-F(Y) dated the 22<sup>nd</sup> July, 2013 read with the Finance Deptt. Memo. No. 1875-F(P<sub>2</sub>) dated the 17<sup>th</sup> April, 2023. A candidate should verify from this notification that he/she is eligible for appearing in the examination. The conditions prescribed cannot be relaxed.

**NO. OF VACANCY:** Five (05), (unreserved)

**JOB DESCRIPTION:**

Making entry of data in Database of the WBLA Secretariat like Bills, Acts, Ordinance, Bulletins, Questions, Proceedings etc. Data Entry Operator is also expected to do work in e-office, to manage e-mails, to make entry in National e-Vidhan Application (NeVA) and also to work of computer typing as directed by the Authorities concerned time to time.

**QUALIFICATIONS :-**

- (i) Graduation with Certificate in Computer Application from a recognised Central/State Government Institution.
- (ii) Extensive knowledge about each of the applications in Microsoft Office.
- (iii) Minimum typing speed in English is 25 wpm.
- (iv) Proficiency in Bengali language & typing in Bengali. 'Avro' software is to be used for Bengali Typing. Minimum typing speed in Bengali is 15 wpm.

**AGE LIMIT:**

Not more than 40 years and not less than 21 years on the first day of January of the year 2024. The age limit, not more than three (3) years, may be relaxed in case of persons who are already in permanent Government Service in accordance with existing Government Rules. Besides, upper age limit is also relaxable by 5 (five) years for Scheduled Caste and Scheduled Tribe candidates of West Bengal and by 3 (three) years for Other Backward Classes (Non-creamy layer) candidates of West Bengal. Upper age limit shall also be relaxable for ex-serviceman according to Ex-serviceman (Reservation of Vacancies in the State Services and Posts, Group-C and Group-D) Rules, 1982. Upper age concession is also available up to the age of 45 years for Persons with disabilities (40% and above).

(a) A candidate claiming to be S.C., S.T., O.B.C.(Non-creamy layer) or persons with disabilities(40% and above) must have a certificate in support of his/her claim from a competent authority of West Bengal.

For Ex-Serviceman:

Proof of belonging to Ex-serviceman must be submitted along with the application form by the candidate claiming relaxation of age.

(b) The West Bengal Legislative Assembly Secretariat may require such further proof of particulars from the candidates as it may consider necessary and may make enquiries about their character and other particulars regarding suitability and eligibility.

(c) S.C., S.T., O.B.C. (NON-CREAMY LAYER), EX-SERVICEMAN OR PERSON WITH DISABILITY CERTIFICATE MUST BE OBTAINED WITHIN THE CLOSING DATE OF RECEIPT OF APPLICATIONS AND NO CLAIM IN THIS REGARD WILL BE ENTERTAINED AFTERWARDS.

**FEE:**

Candidates are not required to pay any fee to apply for the given post.

**SCHEME OF EXAMINATION:** The selection of candidate for the post of Data Entry Operator will be made by the West Bengal Legislative Assembly Secretariat through a Computer based typing test (both in English & Bengali) and interview.

**APPLICATION:**

(i) A candidate applying for the examination must send the application in an envelope superscribing clearly the name of the post applied for on the cover page of the envelop by addressing to The Principal Secretary, West Bengal Legislative Assembly, Assembly House, Kolkata 700 001. Complete application must reach the Secretariat on or before the **28<sup>th</sup> March, 2024**. Application form, duly filled in, received after the prescribed date will not be entertained;

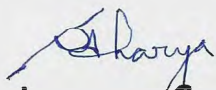
(ii) Application form must conform to the format as given in Annexure of this Notification;

(iii) Applicants should affix three self-attested identical recent passport size photographs, one pasted in the relevant space in the application form and the other two are required to be enclosed with the application;

(iv) Candidates must enclose self-attested copies of the testimonials regarding educational qualification, Work experience certificate etc. with their application;

(v) Incomplete applications will be summarily rejected.

**\*\* For further announcement, all concerned are requested to follow the website of West Bengal Legislative Assembly Secretariat at [wbassembly.gov.in](http://wbassembly.gov.in) .**

  
**Joint Secretary-cum-Committee Officer**  
**West Bengal Legislative Assembly.**



12) Details of relevant Computer Certificate:

Serial No.	Name of the Course/ Certificate	Name of the Board/University/ Institution	Year of Passing

(self-attested copies of the Certificates & Mark sheets are to be enclosed)

13) Working Experience:

(Self-attested copy of certificate to be enclosed)

14) Whether any near/distant relative is working at West Bengal Legislative Assembly Secretariat: (if yes, write the name and designation of the employee and describe the nature of his/her relationship with the candidate)

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15) List of documents attached with the application:

- (a) .....
- (b) .....
- (c) .....

**Declaration**

(a) I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief;

(b) The original certificates required to be submitted with this application are in my possession and the same will be produced on demand.

Signature .....

Date .....