

Paschimanchal Unnayan Parshad
Ailakundi, Behind S.B.S.T.C. Garage
P.O. - Kenduadihi, Dist. - Bankura
PIN – 722102

Notice for Engagement on contract basis

Applications are invited for 1 (one) post of Data Entry Operator on contractual basis for a period of one year initially and extendable thereafter for further period as per requirement.

Salary	Rs. 11000/- per month (Consolidated Remuneration) with enhancement of Rs. 500/- per year of contract extension as the case may be.
Place of Posting	Department of Paschimanchal Unnayan Affairs, Poura Bhavan, 5th Floor, FD-415A, Sector-III, Salt Lake, Kolkata – 700106.
Minimum Qualification	Graduate with Certificate in Computer Applications from a reputed Organization/ Institution.
Age	Not more than 45 years as on 01/01/2015.

Mode of Application: Interested candidates are requested to send their C.V. (Curriculum Vitae) in A4 sized paper with self-attested photocopies of testimonials and proof of age by post or by hand to “The Chief Executive Officer, Paschimanchal Unnayan Parshad, Ailakundi, Behind S.B.S.T.C. Garage, P.O. – Kenduadihi, Dist. - Bankura, PIN – 722102” so as to reach within 15/06/2015 (upto 5 pm) mentioning their address, contact no. & e-mail address and other relevant details.

General Instructions:

1. Self-attested photocopies of certificates in support of age and required educational qualification must be attached with application.
2. The outer envelope containing the documents shall be addressed to “The Chief Executive Officer, Paschimanchal Unnayan Parshad, Ailakundi, Behind S.B.S.T.C. Garage, P.O. - Kenduadihi, Dist. - Bankura, PIN - 722102”.
3. Candidates are requested to clearly super scribe on the top of the envelop “Application for the Post of Data Entry Operator (Salt Lake)”.
4. Shortlisted candidates based on their C.V. will be communicated for onsite interview (written & oral) on the date to be fixed later on.
5. Any application which is incomplete in any aspect shall be rejected outright.
6. Mere submission of application does not confer any right upon the candidate to be called for selection.
7. Any attempt of canvassing by any means would result in cancellation of candidature.

Sd/-
Chief Executive Officer
Paschimanchal Unnayan Parshad