



Government of West Bengal
Office of the Administrator, Forensic Science Laboratory
Home & Hill Affairs Department, Police Establishment Branch
37/1/2 Belgachia Road, Kolkata-700037

No. 136-A/FSL

Dated: 09.02.2021

NOTICE

Selection of 10 (ten) contractual Data Entry Operators (DEO) for ICJS Project at FSL, Kolkata & RFSL, Jalpaiguri :

Applications are invited in the prescribed format available in the website (<http://www.wbfsl.gov.in>) for filling up the post of Data Entry Operator (DEO) in the State Forensic Science Laboratory, Kolkata and Regional Forensic Science Laboratory, Jalpaiguri.

Particulars for the post of Data Entry Operator are given below :

Sl No.	Name of the Post	Total Number of Posts	Where to be posted	Remuneration per month
1.	Data Entry Operator (DEO) (on Contractual Basis)	10 (Ten)	8 (eight) posts for SFSL, Kolkata and 2 (two) posts for RFSL, Jalpaiguri	Rs. 13000/- per month, P-Tax & IT will be deducted as per Govt. norms.

Eligibility (Essential): Graduation in any discipline with certificate in computer Application.

Desirable :

1. Minimum 1 (One) year working experience as DEO in ICJS project or similar Govt. Project
2. Should have experience in working with Microsoft office and should be well versed with M.S.Word, Power Point and Excel and have sound technical knowledge of computer.
3. Typing speed should be minimum 30 wpm with 80 % accuracy and above.

Upper Age Limit: 40 years as on the date of Advt.

Tenure of appointment: The appointment shall be purely on temporary and contractual basis for a period of 01 (one) year which may be renewed for a further period of one year if the Appointing Authority so desires.

Mode of Selection: Written Examination, Type Test & Interview.

Last Date of Submission of application: 10.03.2021

NOTE:

1. Application should be addressed to the Administrator, State Forensic Science Laboratory, Govt. of West Bengal, 37/1/2 Belgachia Road, Kolkata – 700037.
2. Duly filled in application within the envelope having superscripted with “Application for the post of Data Entry Operator” should be reached by post or disposed in the Drop box placed in the reception hall of SFSL, 37/1/2 Belgachia Road, Kolkata – 700037.
3. The authority reserves the right to change the mode of selection process depending on the number of applicants.
4. Exact date, time and venue for examination will be available in the official website of the State Forensic Science Laboratory, Govt. of West Bengal (<http://www.wbfsl.gov.in>).
5. Please visit our website time to time for recent updates.
6. No TA/DA will be paid to the candidates for attending the interview.
7. Canvassing in any form and /or bringing any influence will be treated as disqualification.
8. Local candidates will be given preference for selection to the concerned Forensic Science Laboratories (SFSL & RFSL).
9. The authority reserves the absolute right to cancel the recruitment process without any prior notice and without assigning any reason thereof.



**Administrator
Forensic Science Laboratory
Govt. of West Bengal**