

**Directorate of State Archives
Department of Higher Education,
Government of West Bengal
6, Bhawani Dutta Lane,
Kolkata- 700073**

No. 443-SA(Dte)

Date.05.09.2019

Applications are invited from eligible candidates for the following post on temporary (one year) and contractual basis in the Directorate of State Archives, West Bengal in compliance with the GO No.5859-F(Y) dt. 22.07.2013 of Government of West Bengal, Finance Department.

Name of the Post	Job Description Project: Digitization	Age	No. of Post	Remuneration
Data Entry Operator	<ul style="list-style-type: none">• Quality Control and Rectification of scanned images.• Entry of digitized file(after studying the subject matter) to the special data entry and retrieval software	Below 55 years as on 30.09.2019	3	Rs.13000/-

Person Specification:

	Essential	Desirable
Qualification	Post Graduate in History with Certificate in Computer Applications	
Experience	Three years working experience in an Archive/Repository	Experience in Digitization related job.
Personal Aptitude and Skill	Ability to decipher English Manuscript Record (Calligraphy)	Experience in Operating Face Up Scanner

Application Procedure:

1. Download the application form from the official website of State Archives :- wbsadte.gov.in
2. Fill in the downloaded form and send the same by post to the Director, Directorate of State Archives, 6 Bhawani Dutta Lane, Kolkata-700 073.
3. Self Attested photocopy of the following documents to be attached with the application:
 - i) Copy of Certificate / Mark Sheet of the Educational Qualification
 - ii) Copy of Birth Certificate / Admit Card of Madhyamik or equivalent as age proof.
 - iii) A copy of document as a proof for residential address.

Last date of submission of application: 22.09.2019

After screening of the applications, eligible candidates would be intimated for interview.

By Order

APPLICATION FORM FOR THE POST OF DATA ENTRY OPERATOR IN
THE DIRECTORATE OF STATE ARCHIVES, WEST BENGAL
ON CONTRACTUAL BASIS

(To be filled up in English Block Letter only)

Personal Details

Applicant's Name: _____

Address for Correspondence: _____

City/Town: _____ Pin: _____ State: _____

Permanent Address: _____

City/Town/Vill: _____ P.O.: _____

P.S.: _____ State: _____ Pin: _____

Tel.No.(With STD Code): _____ Mobile: _____

Email Id : _____

Parents' (either) Name : _____

Gender (Male/Female): _____ Date of Birth: _____

Nationality: _____

Whether any criminal case is initiated / pending against you :- YES/NO

Recent
Coloured
Photograph

QUALIFICATION DETAILS:

SL. NO	EXAMS. PASSED	BOARD/UNIVERSITY	YEAR OF PASSING	RESULT
1				
2				
3				
4				

CERTIFICATE IN COMPUTER:

SL. NO	NAME OF THE CERTIFICATE COURSE	INSTITUTION	DURATION	GRADE/PERCENTAGE
1				
2				
3				
4				

WORKING EXPERIENCE:

SL. NO	NAME OF THE OFFICE	DURATION		NATURE OF JOB
		From	To	
1				
2				
3				
4				

Declaration: I hereby declare that all the information given by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false or any information particulars have been suppressed or omitted in this form, I am liable to be disqualified for requisite interview or if selected my appointment will be cancelled without any compensation in lieu of notice.

Date:

 Signature of the Candidate