



GOVERNMENT OF WEST BENGAL
WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme - VIII (M), Ultadanga, Kolkata - 700 067
Telefax : 033 2356 0385 Phone : 033 2356 0381 / 0444
e-mail : wbscpcr@gmail.com website : www.wbcpcr.org

Memo No.- 1170/WBCPCR/1E-4/2015 (Part-I)

Date 06/09/2017

NOTICE

Notice inviting expression of interest for appointment of one Data Entry Operator in West Bengal Commission for Protection of Child Rights.

The mandate of the Commission is to examine safeguards for children and inquire into complaints of violation of child rights by State or Private individuals or entities.

With a view to discharging delegations effectively, Commission, in observance of Rule 24 of WBCPCR rule, 2012, proposes to engage data entry operator initially for a period of one year.

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| a. | Job Post | Data Entry Operator |
| b. | Job Location | ICMARD Building (9 th Floor), Ultadanga, Kolkata-700067 |
| c. | Type of Post | Engagement shall be purely on contractual / temporary basis for a period of one (1) year. |
| d. | Qualification | Applicant has to possess a degree in Graduation with at least 'O' Level Certificate in Computer Application |
| e. | Key Skills | i. Minimum Typing Speed 25 words per minute. ii. Entering data in database iii. Maintaining Records |
| f. | Experience | 1 to 2 years preferably |
| g. | Consolidated Pay | i. The Data Entry Operator will be entitled to a consolidated remuneration of ₹11,000/- per month. ii. Annual incremental benefit will be @ ₹500/- for first five years and then @ ₹600/- thereafter. This is subject to continuous satisfactory service. |
| h. | Termination | The engagement of the DEO will terminate under following situations: i. Expiry of Contract Period, if not renewed ii. Giving 30 days notice by either side within the validity period of contract iii. Forthwith under insubordination & improper behaviour, inefficiency, negligence, etc. |

Persons willing to be empanelled may please convey their interest to the Chairperson of West Bengal Commission for Protection of Child Rights with their CV's which should reach this office latest by 18.09.2017.


Chairperson