



Government of West Bengal
Office of the Additional District Magistrate & District Land & Land Reforms Officer
Uttar Dinajpur, Raiganj at Kornajora, Pin-733130

Phone No. 03523-246404

Email:- admlrudi@gmail.com

Memo No:- 1657/DLLRO/ /2024

Date: 19/09/2024.

NOTICE

Applications are invited in online mode for engagement to the post of Data Entry Operator on contractual basis following extant rules as laid down in L&LR&RR&R Dept. Notification No. 205-Estt/13099/11/19 Dated 16th January, 2024, 206-Estt/13099/11/19 Dated 16th January 2024 and Finance Department memo no. 5859-F(Y) Dated 22.07.2013 and 1875-F(P2) Dated 17/04/2023. The engagement shall be purely temporary on a contractual basis initially for a period of three years as a special case in connection with computerization of land records. Renewal of these posts beyond three years will be subject to satisfactory performance.

The selected candidates may be posted in the office of the BL&LROs, SDL&LROs and DL&LRO in Uttar Dinajpur.

The details of recruitment and qualification are mentioned below:

Sl. No.	Details of Qualification	Conditions
1	Residential Status	Candidates must be a permanent resident of Uttar Dinajpur
2	Qualification	Graduate from any discipline with a certificate in computer application (MS Office & Internet)
3	Age as on 1.09.2024	Between 21 to 45 years of age
4	Remuneration	Consolidated remuneration of Rs 16,000 only per month
5	Name & Number of Posts	DATA ENTRY OPERATOR (12)
6	Mode of Application	Applications shall be received online at https://uttardianjpurrequirements.dcpuud.in/
7	Mode of Selection	Written test, Computer Practical test and Personality Test
8	Date of receiving applications	19 th September 2024 to 22 nd October 2024

Written Test: Eligible applicants must appear for a written test of 50 marks. The written test shall be of Madhyamik standard and the questions shall be MCQ type. English- 10 marks, Arithmetic-10 marks, General Knowledge- 10 marks, Computer Knowledge- 20 marks.

Candidates shall be shortlisted on the basis of merit of marks obtained in the written test and shall be called for a Computer Practical test and Personality Test.

Computer Practical Test: The candidates shortlisted after the written test shall then appear for a computer practical test of 40 marks.

Personality Test: The computer practical test shall be followed by a personality test of 10 marks.

Final panel shall be made on the basis of marks obtained by the candidates in the Written test, Computer Practical test and Personality Test.


Applicants shall apply only in online mode at <https://uttardianjpurrequirements.dcpuud.in/> from 19th September 2024 to 22nd October 2024.

Admit card for written test will be issued in online mode to eligible candidates on the basis of scrutiny of applications and documents submitted.

List of documents to be submitted is mentioned in the online application platform.

If found at any stage of recruitment that any false/fabricated/illegal/forged documents have been submitted by the applicant then his/her application shall be summarily rejected without any information.

The undersigned reserves the right to cancel the recruitment process without assigning any reason whatsoever.



Additional District Magistrate (LR)
& District Land & Land Reforms Officer,
Uttar Dinajpur

Memo No:- 1657 /DLLRO/ 1(32) /2024

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Copy forwarded for information to:

1. Additional District Magistrate, (G), Uttar Dinajpur
2. Additional District Magistrate, (ZP), Uttar Dinajpur
3. Additional District Magistrate, (D), Uttar Dinajpur
4. SDO, Islampur
5. SDO, Raiganj
6. The DP&RDO, Uttar Dinajpur
7. The DPLO, Uttar Dinajpur
8. The DEO, SSA, Uttar Dinajpur
9. The Sr. Dy. Collector, Uttar Dinajpur
10. The DIO, NIC, Uttar Dinajpur with a request to publish it in district website.
11. The DICO, Uttar Dinajpur
- 12-20 The BDOs, (All), Uttar Dinajpur
21. The SDL&LRO, Raiganj
22. The SDL&LRO, Islampur
- 23-31. The BL&LROs (All), Uttar Dinajpur
32. The CA to the District Magistrate, Uttar Dinajpur


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