

# Government of West Bengal

Department of Health & Family Welfare,  
Swasthya Bhawan, GN- 29, Sector-V,  
Bidhannagar, Kolkata -700091.

Notice No: SBH/7D-2/2015/S9

Dated : 29/02/2016.

The Chief Registrar of Births & Deaths, West Bengal & Director of Health Services , Department of Health & Family Welfare Govt. of West Bengal intends to engage Data Entry Operators (DEO) on contract basis for the Data Entry Centres (DEC) in the Govt. hospitals in the districts of West Bengal under Civil Registration System.


**Eligible candidates should apply online in the prescribed format as given in the Departments's website (www.wbhealth.gov.in) from 11 AM of 2nd March, 2016 to to 5 PM of 18th March, 2016. Only online applications will be accepted. Application forms not properly filled in or incomplete application forms are liable to be cancelled.**

Details of the post are given below along with list of district wise DECs :-

<b>Name of the Post</b>	: <b>Data Entry Operator.</b>
<b>No. of Vacancy</b>	: <b>322</b> (Unreserved - 166, SC- 72, ST- 19, OBC-A- 32, OBC-B- 23 & PWD - 10)
<b>Remuneration</b>	: Consolidated monthly remuneration of Rs. 13,500/- only.
<b>Essential Qualification</b>	: <b>Graduate from any recognized university and have completed at least 1 year Diploma/Certificate course in Computer Application from Govt. registered Institution.</b>
<b>Technical Knowledge</b>	: Working Knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet and <b>having a minimum typing speed of 30 words per minute.</b>
<b>Essential Experience</b>	: Minimum <b>3 years</b> experience in <b>Government Sector</b> or <b>5 years</b> experience in <b>Private Sector</b> in data recording and data analysis. Preferably having experience in handling of official correspondence.
<b>Age (as on 01.01.2016)</b>	: Maximum 40 years and Minimum 21 years. (Relaxation for age will be given for SC/ST/OBC/PWD candidates as per GOI norms)
<b>Place of Posting</b>	: In different Districts as per enclosed list.

**All the above mentioned qualification and experience should be completed before the closing date of on-line application.**

**The applicant must be a resident of the District for the post of which he/she is applying.**

  
Chief Registrar of Births & Deaths,  
West Bengal & Director of Health Services,  
Department of Health & Family Welfare,  
Govt. of West Bengal.

