



Government of West Bengal
Office of the District Magistrate, Purulia
Social Welfare Section

Memo No. : 211 /SW/PRL

Dated 14 / 09 /2022

Notice inviting Engagement of Agency for Data Entry Operator of One Stop Centre-Purulia

Quotations/Rates are invited from the bonafied agencies for the engagement of Data Entry Operators (lady) for One Stop Centre-Purulia (vide G.O. No. 2348(8)-SW/O/3W-02/2019 dated 17.05.2022 of the Principal Secretary, Women & Child Development & Social Welfare Department, Govt. of West Bengal). Agencies must have the proper credentials regarding this. Last date of application is 21.09.2022 upto 3.00 P.M.

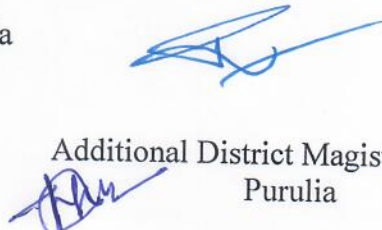
- Rate must be quoted on daily basis, including GST.
- The rate is to be quoted in the proper letterhead of the agency.
- Credential/ Working experience of the agency at Government Offices must be attached with the application. The agency must have an experience of working at the Government Offices for at least one year, in last 2 years.
- The applications/quotations are to be submitted at the drop box placed at the District Social Welfare Section, Purulia Collectorate within the stipulated date & time.
- The data entry operator should have knowledge in reading and writing of BENGALI, ENGLISH and should have knowledge in Data entry, excel sheet, M.S. Word etc. Necessary certificate of qualification is to be attached.


Additional District Magistrate (Dev.)
Purulia

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1. The Officer-in-Charge, Social Welfare, Purulia
2. The DIO- NIC, Purulia with a request to publish the notice in the District website.
3. P.A. to the District Magistrate, Purulia
4. C.A. to the Additional District Magistrate (Dev.), Purulia


Additional District Magistrate (Dev.)
Purulia