

GOVERNMENT OF WEST BENGAL

Employment Notice

Applications are invited to engage 140 Clerks with Knowledge of Computer Operation by the Labour Commissionerate, West Bengal, on contract basis throughout West Bengal at the Labour Welfare Facilitation Centres. District wise break-up of posts are as follows:

District	Vacancy Quota						Total
	Gen.	S.C.	S.T.	O.B.C.'A'	O.B.C.'B'	PWD	
Jalpaiguri	1	1	*	*	*	*	2
Alipurduar	1	*	1	*	*	*	2
CoochBehar	1	*	*	1	*	*	2
Kalimpong	1	1	*	*	1	*	3
Darjeeling	1	1	*	*	*	1	3
Uttar Dinajpur	3	1	*	1	*	*	5
Dakshin Dinajpur	*	1	*	*	1	*	2
Malda	5	1	1	1	*	*	8
Murshidabad	4	1	*	*	1	1 (SC)	7
Nadia	4	2	*	1	*	*	7
North 24 Parganas	4	2	1	1	1	1	10
South 24 Parganas	3	1	1	1	*	*	6
Howrah	5	2	1	1	*	*	9
Hooghly	5	2	1	1	1	1	11
West Burdwan	7	3	*	1	*	*	11
East Burdwan	2	1	1	*	1	*	5
Bankura	8	2	1	1	*	*	12
Birbhum	2	2	*	1	1	1	7
Purulia	3	2	*	1	1	*	7
Paschim Medinipur	4	1	1	*	*	*	6
Jhargram	1	1	*	1	1	*	4
Purba Medinipur	5	1	*	*	*	1 (SC)	7
Kolkata	2	1	*	1	*	*	4

1. **Name of the Post :** Clerk with Knowledge of Computer Operation.
2. **Qualification and experience :** The candidate shall a) Be a citizen of India as defined in part II of the Constitution of India, b) Have passed the Madhyamik or its equivalent examination from any recognized University or Board or Council in India; c) Have atleast Six months' formal training in Computer Basics from any Institute recognized by the State Government or the Central Government or State Council of Technical Education or All India Council of Technical Education (AICTE); d) Have a minimum speed of data entry of 6000 key depressions per hour;
3. **Age:** Not more than 40 years of age on the 1st day of January 2019 subject to the provisions of the West Bengal Service (Raising of age limit). The age limit is relaxable for the Scheduled Castes, Scheduled Tribes , Other Backward Classes and Person with disabilities Candidates under the orders of the Government as may be issued in this behalf from time to time.
4. **Consolidated salary :** Fixed consolidated remuneration Rs.12,000/- per month with 3% annual enhancement
5. **Job Responsibilities:** To assist in the implementation of various programmes / schemes for organized and unorganized workers and to perform other duties or tasks as may be assigned by the head of office from time to time.
6. **Application Procedure :** Application should be submitted through Online which will be available at the link www.wbcl.gov.in/engagement_ckco
7. **Date of Examination :** The date of the examination will be informed individually to the shortlisted candidates by e-mail & SMS
8. Shortlisting will be done based on marks obtained in the Madhyamik or equivalent examination against each post notified.
9. **Last date of submission of the application : 14.09.2019**
10. **Enclosures :** Attested copies of the testimonials in support of (i) Date of Birth (ii) Qualifications(both academic & computer operation) & others, if any, (iii) certificate in support of SC/ST/OBC/PWD and (iv) one copy of Passport size photograph and signature (v) Signature should be uploaded as per instruction given in the link.
11. **Selection Procedure :** Selection will be made on the basis of a) Marks obtained in Madhyamik or equivalent examination b) Computer operation knowledge and c) Interview.

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