

GOVERNMENT OF WEST BENGAL

Office of the Commissioner of Police, Kolkata
Administration (Estt.) Branch,
18, Lalbazar Street,
Kolkata – 700 001.

Employment Notice No. 02/Emp/Estt/2024

Dated : 08/03/2024

Applications are invited from eligible candidates for the 225 nos. of posts of Data Entry Operators on temporary & contractual basis in Kolkata Police in compliance with G.O. No. 5859-F(Y) dated 22/07/2013 read with Memo. No. 1875-F(P2) dated 17/04/2023 of Finance Department, Government of West Bengal

Sl. No.	Name of the posts	Minimum Educational Qualification	Number of Posts	Consolidated Remuneration per month
1	Data Entry Operator	Graduation with Certificate in Computer Applications	225	Rs.16,000/-

Additional requirement : Candidates should have the skill to read & write in Bengali and must possess good typing skill for Data Entry purpose.

Application Procedure :

Application has to be made through ONLINE mode using the following link only :
(www.kolkatapolice.gov.in)

Important Dates :

1.	Commencement of Online Application	15/03/2024					
2.	Last date for submission of Online Application	04/04/2024					
3.	Vacancy	UR	SC	ST	OBC-A	OBC-B	EWS
		100	50	14	22	16	23
4.	Age limit	UR	SC	ST	OBC-A	OBC-B	EWS
		Born on or after 01/04/1984 and on/before 01/04/2006	Born on or after 01/04/1979 and on/before 01/04/2006	Born on or after 01/04/1979 and on/before 01/04/2006	Born on or after 01/04/1981 and on/before 01/04/2006	Born on or after 01/04/1981 and on/before 01/04/2006	Born on or after 01/04/1984 and on/before 01/04/2006

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GENERAL INSTRUCTIONS :

- i) The candidates must read the conditions of eligibility carefully and must satisfy themselves regarding their eligibility for the Test before filling the online application form.
- ii) Submission of Online Application is mandatory. Hard copies of application form will not be accepted.
- iii) Application Form must be completed in all respects as per the notification and will be submitted only through the specified link.
- iv) If a candidate possesses graduation in General discipline / stream viz. Arts, Science, Commerce etc., then minimum technical qualification i.e, certificate in Computer Applications is mandatory. However, if the candidate possesses Graduation in Information Technology, B.Sc. in Computer Science, B.C.A., M.C.A., B.E., B.Tech in Information Technology/Computer Science then technical qualification will be optional.
- v) Candidate must be citizen of India and have permanent residence in West Bengal.
- vi) Candidates belonging to Economically Weaker Section (EWS) must produce INCOME and ASSET CERTIFICATE as per specified format for the Financial Year 2023-2024 or onwards issued by the competent authority.
- vii) Candidates will have to upload scanned copy of (1) Passport size colour photograph (4cm. x 3cm.), (2) Signature, (3) Aadhar Card in proof of Identity, (4) Last qualifying examination's certificate (5) Certificate of technical qualification (6) Birth Certificate/ Madhyamik Pass Certificate in proof of age (7) Caste certificate, if applicable (8) Voter card, Ration card or any other valid documents in proof of address & (9) Income & Asset Certificate if applicable.
- viii) All incomplete Application Forms will be summarily rejected.
- ix) Printout of online application (Confirmation Page) should be kept by the candidate for future reference.
- x) No application can be submitted after the last date.
- xi) No fees has to be paid by the candidate for this examination.
- xii) All shortlisted candidates after scrutiny of their online applications will have to appear for a written test. If the candidate qualifies in the written test, he/she will have to appear for interview and practical test.
- xiii) Minimum computer key board English type speed should be 30 words per minute. Bengali typing skill would be a desirable additional qualification.
- xiv) The candidates are required to bring a photo identity card along with their printout of online Call Letter on the day of examination. No candidate will be allowed to appear in the examination/interview whose Call Letter is not issued by the Kolkata Police.
- xv) All the communications will be made through the website of Kolkata Police (www.kolkatapolice.gov.in).
- xvi) No TA will be paid to the candidates for appearing at the examination etc.

For
Commissioner of Police,
Kolkata.

12/03/24