


TERMS OF REFERENCE**Data Entry Operator (DEO)**

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| 1. | Name of Post | Data Entry Operator |
| 2. | Educational Qualification | <ul style="list-style-type: none"> • Graduation in any discipline • Typing speed of 40 wpm • Diploma/Certificate Course (1 year) in Computers. • Knowledge of MS Office Suite (Word, Excel, Power-Point etc.), Adobe Reader, Internet, E-Mail, etc. |
| 3. | Experience | Candidates should have minimum experience of 2 years in similar position. |
| 4. | Age Limit | The maximum age limit will be 35 years. |
| 5. | Duration | <p>a. For a period of 12 months to be extendable by upto 24 months or till end of the project which is earlier.</p> <p>b. The NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to NDMA</p> |
| 6. | Fee | Rs. 13,500/- per month |
| 7. | Duties to be performed | <ul style="list-style-type: none"> • Data entry work using computer and appropriate software; entering, updating, verifying and/or retrieving data into/from various sources; and ensuring the accuracy and confidentiality of information recorded. • To keep record of incoming/outgoing dak, files/registers etc., to keep filing upto date, collect information desired by the Sr. Consultant/NDMA, to deal in a tactful manner with visitors and to attend telephone calls with courtesy. • To perform such other duties as may be assigned to him by Sr. Consultant/NDMA from time to time in relation to the implementation of the Scheme. • Compile report for meetings. |


 15/04/2020

**Deputy Secretary to the Government of West Bengal,
 Disaster Management & Civil Defence Department**