

Office of the Resident Commissioner  
Government of West Bengal  
P&AR Department  
A/2, State Emporia Buildings  
Baba Kharag Singh Marg  
New Delhi

**Vacancy Notice**

File No. S-11/2025

Date: 09.07.2025

Applications are invited from eligible and qualified candidates for the following post on contract basis for a period of one year.

Post	Monthly Remuneration	Educational Qualifications Required	Desirable Experience	Age Limit As on 1 <sup>st</sup> January'2025 up to
Data Entry Operator (DEO) (1 post)	As per minimum wage act Delhi- NCT	i) Class - XII, Certificate in computer operation. Data Entry Speed – 6000 key depression per hour	<ul style="list-style-type: none"><li>Diploma/Bachelor's Degree in Computer Application</li><li>Work experience in fair /festival organized by the Central Government/State Government/PSUs would be preferred</li></ul>	18-40 years

- **NB:** To be determined on the basis of experience profile of the selected candidate

Eligible candidates may send their Bio-data mentioning name, parents'/spouse's name, date of birth, E-mail address, postal address, mobile number, certificates of qualification, certificate of experience and one recent passport-size scanned photograph in **.pdf** format with subject **"Application for the Post of Data Entry Operator"** to [info@rcwb.in](mailto:info@rcwb.in).

**Last date for receiving applications is 21<sup>st</sup> July, 2025 till 11AM.**

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2. Notice Board of WBICC
3. Notice Board of Banga Bhawan, Hailey Road
4. Notice Board of WB State VVIP Guest House, Chanakyapuri
5. Official website: [www.rcwb.in](http://www.rcwb.in)

