



Government of West Bengal
Finance (Audit) Department

Kolkata Pay and Accounts Office-I

Old Khadya Bhawan (3rd Floor East Side)
11A, Mirza Ghalib Street. Kolkata-
700087

☎03322369190 ✉pao.cab-wb@gov.in ✉kolpao86@gmail.com

No.PAO-I/DEO/2025/593

Date:27.11.2025

Recruitment Notice for Data Entry Operators (DEOs) on Contractual Basis

Pursuant to Memo No. 2500F(Y) dated 20.03.2015 of the Principal Secretary, Finance Department, Government of West Bengal, Kolkata Pay and Accounts Office – I invites application from eligible candidates of Indian Citizenship for engagement of Data Entry Operators on contractual and temporary basis under IFMS system for the under mentioned treasuries/ office in the consolidated Pay/Remuneration against the vacancies in the Group- 'C' posts:

Sl. No.	Name of the Treasury/Office	No. of post vacant for DEO	Consolidated Pay/Remuneration
1.	Kolkata PAO-I	01 (One)	Consolidated Pay/ Remuneration @ of Rs. 16,000/- per month with annual enhancement of Rs.600/- during first 5 (Five) years, on completion of 5 years, consolidated Pay/Remuneration @ of Rs. 20,000/- per month and yearly enhancement @Rs.700/-, on completion of 10 years @ Rs.25000/- per month and yearly enhancement@ Rs.800/- and on completion of 15 years, consolidated Pay/ Remuneration @of Rs. 31,000/- per month and yearly enhancement @Rs.1000/- in terms of F.D. Memo No. 1875- F(P2) dated 17/04/2023.
2.	Kolkata PAO-II	01 (One)	
3.	Kolkata PAO-III	01 (One)	
4.	P. D. Office Under DTA, WB	01 (One)	
TOTAL		04 (Four)	

Interested candidates are requested to carefully review the following details before submitting their applications.
Eligibility Criteria:-

Educational Qualification:-

1. Graduation in any stream from any recognized university on or before the date of issuance of the notice published in two newspapers **one in English and the other in Bengali**.
2. A valid certificate in computer application (at least 'O' Level or equivalent) from the Government Recognized Institutions.
3. Applicant must be proficient with typing in Bengali Language.
Age Limit: - Minimum 18 years & Maximum 40 years as on 01-01-2025.

Application Process:-

- (1) To be applied only in online mode through official website of the Finance Department (<https://finance.wb.gov.in>)
- (2) The following documents are to be uploaded at the time of submission of online application.
 - a. Admit Card of Madhyamik or equivalent exam / Birth Certificate for age proof.
 - b. EPIC/Aadhaar for residential proof.
 - c. Mark Sheet of Graduation.
 - d. Certificate of Computer Application.(At least 'O' Level or equivalent)
 - e. Recent Passport size coloured photograph.
 - f. Signature of the candidate
- (3) A valid Email ID and Mobile No. are required to be provided in the Application Form for the purpose of all communications.

Selection Procedure:-

- (1) Applications will be scrutinized and eligible candidates will be shortlisted on the basis of percentage of marks obtained in Graduation for further evaluations. Applications with false or incorrect information will be summarily rejected without further communication.
- (2) Computer Proficiency Test comprising of 100 Marks, duration of exam (01 Hour 30 Minutes) in MS Office (MS-Word, MS-Excel, MS-Power Point), Typing in Bengali and English Language & hands-on Computer Skill Test will be conducted for the shortlisted candidates for final selection.

Verification of Documents:-

Verification of original documents will be conducted for the candidates who will be finally selected on the basis of the marks obtained in Computer Proficiency Test.

Final Decision:-

The decision of the Recruitment Committee will be final and binding on all the applicants.

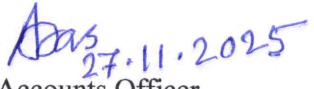
N.B.:- Information regarding Date, Time & Venue of Computer Proficiency Test for the shortlisted candidates can be collected from the website of the Finance Department in due course. Please follow the website.

- **Application Start Date: 10.12.2025 and Application End Date: 24.12.2025.**
- Engagement shall be purely on contractual/ temporary basis for a period of 1 (One) year. This can be renewed on satisfactory performance and approval from the Competent Authority on recommendation of the Pay and Accounts Officer, Kolkata Pay and Accounts Office - I.

Other Information:-

Such engagement may also be terminated under following situations:

- I) Expiry of the contract period, if not renewed.
- II) Giving 30 days' notice by either side within the validity period of contract.
- III) Forthwith in case of insubordination, improper behaviour, inefficiency, negligence etc.


27.11.2025
Pay and Accounts Officer,
Kolkata Pay and Accounts Office-I