



WEST BENGAL
ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.
(A GOVERNMENT OF WEST BENGAL UNDERTAKING)
11-A Mirza Ghalib Street, Kolkata- 700 087

No.: ECSC/Estt/10/2025(Pt-I)/**3372**

Date: 18/09/2025

NOTICE

Corporation intends to engage Data Entry Operator purely on contractual basis, initially for a term of 01 (one) year only which may be further extended on the basis of requirement and/or performance appraisal. Applications are invited from candidates fulfilling the eligibility criteria mentioned below for engagement of 22 (twenty two) nos. of contractual Data Entry Operators for 22 District Offices of the Corporation throughout the State i.e. 01 (one) no. Data Entry Operator for each District. The posting of Data Entry Operator shall be transferable in any District within the State of West Bengal.

1. Eligibility Criteria:-
 - i. The candidate must be a citizen of India.
 - ii. Minimum Educational Qualification: The candidate must be a Graduate in any Discipline from any recognized University in India and must possess a Certificate in Computer Applications from a recognized Institute. In the case of candidate(s) who is / are Graduate in BCA or has qualified B.E. or B. Tech in Computer Science / Information Science or Technology or equivalent, the criteria of possessing a Certificate in Computer applications may be dispensed with.
 - iii. Qualifying Age: The candidate must not be more than 40 years of age as on 01.01.2025.
2. Remuneration: Rs. 16,000/- per month (consolidated) with yearly enhancements as applicable.
3. Application shall be submitted in prescribed format which may be downloaded from the Corporation's website www.wbecscegovance.com
4. Application must be submitted only through Ordinary Post / Speed Post / Registered Post addressed to "The Managing Director, WBECSCL Ltd., Block -B, Khadya Bhavan, 11A, Mirza Ghalib Street, Kolkata 700087". No other mode of submission of application / communication other than the prescribed mode shall be entertained.
5. The application must reach the office of the undersigned as specified above by 31st October 2025 within 5 P.M.
6. Assessment Procedure:
 - (i) The eligible applicants will have to appear for Efficiency Test in Typing and in MS-Excel, date and venue of which shall be informed in due course.
 - (ii) The Efficiency Test will be of 60 marks comprising of Type Test of 30 marks and MS Excel of 30 marks. Applicants obtaining the passing marks (combined) of 20 out of 60 will be eligible to participate in the Interview-Viva.
 - (iii) The Interview-Viva will be of 40 marks which will be conducted by the Screening Committee at the Head Office of the Corporation. Date and time of the Interview-Viva shall be informed in due course
 - (iv) All the eligible applicants appearing for Interview-Viva shall carry all their original testimonials (Graduation Certificate and Certificate in Computer Applications) and original proof of Residence, Birth and Identity for

verification of the same on the date of scheduled Interview. If any discrepancy(ies) arises so far as the testimonials and other documents are concerned, the said candidate is liable to be debarred from participation in the Interview-Viva

- (v) The Merit List of selected candidates shall be published on the website of the Corporation in due course which will be valid for a period of 1 (one) year from the date of publication.
- 7. The decision of the Corporation in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, conduct of examination(s), allotment of examination centers and preparation of merit list, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- 8. The authority of the Corporation reserves the right to make additions / alterations in the Notice published in the website including cancellation of the Notice at any point of time as deemed fit.



Managing Director