

Government of West Bengal  
Department of Youth Services & Sports  
32/1, B.B.D.Bag (South)  
Standard Buildings (1<sup>st</sup> Floor)  
Kolkata – 700 001

**Notice**

No. 383-YS/SP/P/1Y-07/2017, Dated, Kolkata, 16<sup>th</sup> May, 2017.– The Department of Youth Services & Sports invites application from the interested candidates for filling up 5 (five) purely temporary contractual posts of Data Entry Operator upto the period of December, 2017 for forthcoming FIFA U-17 World Cup, 2017. The details of the post of Data Entry Operator are as under:

1. Qualification : a) Graduation from any recognised university or equivalent examination from any recognised institution;  
b) Basic knowledge of computer including MS Word, Power Point, Excel etc.  
c) Knowledge on typing ;  
d) Preference will be given to a candidate from sports background.
2. Age : Age between 18 to 35 years as on 01.01.2017 (Relaxable for Schedule caste / Schedule Tribe / Other Backward Classes/Others as per existing rules).
3. Remuneration : Consolidated pay of Rs. 11,000 /- (Eleven thousand) only per month;
4. Number of post : 5 (five);
5. Nature and duration of job : Purely contract basis upto December, 2017;
6. Procedure for filing application : a) The applicant will submit application in prescribe format along with all relevant supporting document. One copy recent pass post size photograph be pasted on the application.  
b) One self-addressed envelope of medium size by affixing Rs. 5/- postage stamp thereon.  
c) Application should be addressed to – ‘**The Special Secretary & Ex-officio Director, Department of Youth Services & Sports, 32/1, B.B.D.Bag (South), Standard Buildings (1<sup>st</sup> Floor), Kolkata – 700 001**’.  
d) The words ‘Recruitment to the posts of Data Entry Operator for FIFA U-17 World Cup, 2017.’ should be mentioned on the top of the envelop.
7. Last date of submission of application : The application should be submitted within 16.06.2017.

\*\*\*\*\* Prescribe Application format is annexed herewith in next page.



(Uttam Kumar Patra) WBCS(Exe)  
Special Secretary & Ex-officio Director  
Department of Youth Services & Sports

**Application Format :**

To  
The Special Secretary & *Ex-officio* Director  
Department of Youth Services & Sports  
32/1, B.B.D.Bag (South)  
Standard Buildings (1<sup>st</sup> Floor)  
Kolkata - 700 001



Ref : Advertisement published in your Department's website  
<http://www.wbyouthservices.gov.in> on ..... in connection with the  
Memo No. 383-YS/SP/P/1Y-07/2017, Dated, Kolkata, 16<sup>th</sup> May, 2017.

Sub : Application for the post of Data Entry Operator for FIFA U-17 World Cup, 2017.

Sir,

In pursuance of the above reference advertisement, I intend to do the contractual job of Data Entry Operator for FIFA U-17 World Cup, 2017. My detailed bio data along with supporting documents are as under:-

**BIO DATA**

1. Name : .....
2. Name of Father / Husband : .....
3. Residential Address : .....  
.....  
.....
4. Date of Birth : .....
5. Age as on 01.01.2017 : ..... Years ..... Months .....Days
6. Sex : Male / Female
7. Nationality : .....
8. Educational Qualification : .....  
.....  
.....
9. Caste : Gen. / S.C. / S.T. / O.B.C/Others.
10. Whether physically or visually Handicapped? If yes, give details. : Yes / No
11. Mobile Number and E-mail address :

The above declaration is true to my knowledge and belief.

Date :

Yours faithfully,

Place :

(Full signature of the Applicant)