# TERMS OF REFERENCE

## Data Entry Operator (DEO)

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<th>Name of Post</th>
<th>Data Entry Operator</th>
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| 2. | Educational Qualification | • 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 | a. For a period of 12 months to be extendable by upto 24 months or till end of the project which is earlier.  
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 |
| 6. | Fee | Rs. 13,500/- per month |
| 7. | Duties to be performed | • 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 up to 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. |

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