



GOVERNMENT OF TRIPURA
OFFICE OF THE SUPDT. OF AGRICULTURE
HEZAMARA AGRI. SUB-DIVISION, WEST TRIPURA

No. F.2(6)-SA(HZM)/16/Estt./Dev./2016-17/ 1627-93

Dated, Hezamara, the 13/12/2016

WALK IN INTERVIEW NOTICE FOR ENGAGING DATA ENTRY OPERATOR

In accordance with the approval of Govt. vide Memo. No. 3 (15)-Agri/Extn/ER/2016-17/ 1419 – 76 Dated, 04/11/2016, and verbal instruction of the Dy. Director of Agriculture (West), Agartala 1 (One) no. data entry operator shall be engaged through outsourcing purely on temporary and contractual basis for 6 (Six) months only as per necessity and provisions under National e-Governance Plan-Agriculture (NeGP-A) from the eligible, qualified and competent unemployed local youths in the office of the undersigned.

Interested candidates are requested to attend the interview alongwith all relevant documents (in original and one self-attested photocopy) and experience certificates on 22/12/2016 at the office of the undersigned from 11:30 AM sharp.

Total number of vacancy is 1 (one) with monthly contractual deployment of Rs. 7000/- (Rupees Seven Thousand) only per month or Rs. 350/- (Rupees Three Hundred Fifty) only per day.

Requisite qualification and documents –

1. Graduate with Diploma in computer application or an equivalent qualification from a recognised or reputed institution and at least one year of experience is required.
2. Good knowledge in computer operations (data processing, office automation, MS word & excel office, PDF, PowerPoint, e-mail etc.)
3. Having knowledge for operation of large and small scale electronic data processing systems.
4. Should be able to handle quick & accurate data entry operations in English and language of the state and basic hardware issues including operating system, anti-virus, printers & switches relating to PCs
5. Nationality & PRTC should also be required.

(AJIT DEBBARMA)
Supdt. of Agriculture
Hezamara Agri. Sub-Division

Copy to –

1. The Director, ICA, Agartala for favour of kind information with a request to arrange publication of the same in local daily for wide publicity (7 copies enclosed).
2. The Director of Agriculture, Tripura, Krishi Bhawan, Agartala for favour of kind information please.
3. The Director, T-SAMETI, Lembucherra, West Tripura for favour of kind information.
4. The Dy. Director of Agriculture / Horticulture (West), Agartala for favour of kind information.
5. The Nodal Officer, Department of Agriculture, Krishi Bhawan, Agartala with a request to upload the WIN in the website [www.tripura.gov.in](#) within 3 (Three) days on receipt of this letter and 1(One) no. soft copy is enclosed herewith for necessary action.
6. Notice Board, O/o the Supdt. of Agriculture, Hezamara.

(AJIT DEBBARMA)
Supdt. of Agriculture
Hezamara Agri. Sub-Division

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JOB SCHEDULE OF DATAENTRY OPERATOR UNDER NATIONAL e-GOVERNANCE PLAN – AGRICULTURE (NeGP-A):

Data Entry Operator (DEO) will be responsible for all relevant soft copy preparation, use of Government Portals, feeding necessary information at Block, Sub-Divisional and District levels as per directives, through the respective Head of Offices, to formulate, updated databases, online reporting and system generating for all farmer centric services in the respective jurisdiction.

Schedule of works to be accomplished by deployment of Data Entry Operator during the period of engagement at various levels is outlined below –

1. Preparation of consolidated Farmers Database – Block wise, District wise and State wise.
2. Preparation of Crop specific Farmers database – Block wise, District wise and State wise.
3. Formulation/uploading of scheme wise Beneficiary list under various schemes alongwith the Bank Account, Adhaar Number and other resumes for facilitating DBT.
4. Registration of m-Kisan Portal in the Block/District and use of mobile advisory services for farmers in respective jurisdiction.
5. Translation of websites as per instruction of the GOI into local languages.
6. Input of all relevant information into the farmers portal of the GOI.
7. Data Entry and regular updating of Seed, Fertilizer & PPC Dealers in the Block, Sub-Division & District.
8. Data Entry of RGP, Crop Insurance, Market, CCE etc.
9. Generating reports on the Physical Progress & Fund Utilization of Extension Reform, RKVY, NFSM, NMOOP, PKVY and MIDH etc.
10. Grievance Management online.
11. Data Entry of Area Production, Yield of all crops in all Agriculture Sub-Division.
12. PFMS, EFMS, NEFT & other online related works.



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