

GOVERNMENT OF TRIPURA
OFFICE OF THE DEPUTY DIRECTOR OF AGRICULTURE
WEST TRIPURA, AGARTALA

No.F.1 (19)-PD/ATMA (W)/2015-16/ 4868-72 Dated, Agartala, the 20 /12/2016

WALK IN INTERVIEW NOTICE FOR ENGAGING DATA ENTRY OPERATOR

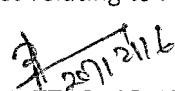
In accordance with the approval of Govt. vide Memo No. F 3 (15)-Agri/Extn/ER/2016-17/1419-76 dated 04/11/2016 Two Nos Data Entry operator shall be engaged through outsourcing purely on temporary and contractual basis for 6 (six) months only as per necessity and provisions under National- e- Governance plan – Agriculture (NeGP-A) from the eligible, qualified and competent unemployed youths in the office of the undersigned.

Interested candidates are requested to attend the interview along with all relevant documents (in original and one self attested photocopy) and experience certificate on 29/12/2016 at the office of the Project Director ATMA, West Tripura District, A.D.Nagar, Agartala from 11.30 A.M sharp.

Total nos of vacancies are 2 (Two) with monthly contractual deployment of Rs 7000/- (Rupees Seven Thousand) only per month.


Requisite Qualification and documents:-

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


(ARUN BHATTACHARJEE)
Project Director, A.T.M.A
West Tripura District

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 (seven 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 Nodal Officer, Department of Agriculture, Krishi Bhawan, Agartala with a request to upload the WIN in the website www.tenders.gov.in within 3 (three) days on receipt of this letter.
5. Notice Board, O/o the Project Director, ATMA, West Tripura District.



Project Director, A.T.M.A
West Tripura District

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.


(ARUN BHATTACHARJEE)
Project Director , A.T.M.A
West Tripura District