



# **INSTRUCTIONS TO FILL IN DATA ENTRY OPERATORS APPLICATION**

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This document outlines the steps an applicant needs to perform for applying Data Entry Operators in DEO Engagement Portal. Applicants are requested to go through the Notice and Terms & Conditions section from Home Page carefully before applying.

## 1. REGISTRATION & APPLICANT LOGIN

For New application, the applicants need to signup through the “Registration” as shown in Figure 1

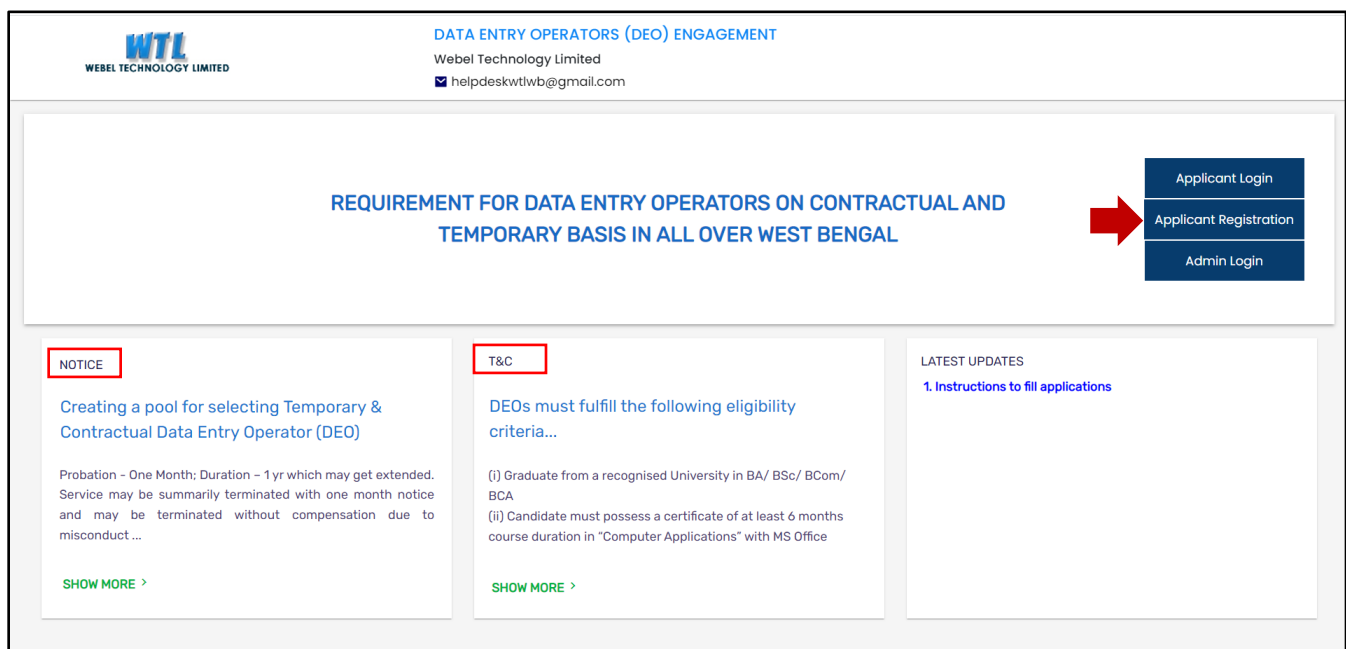
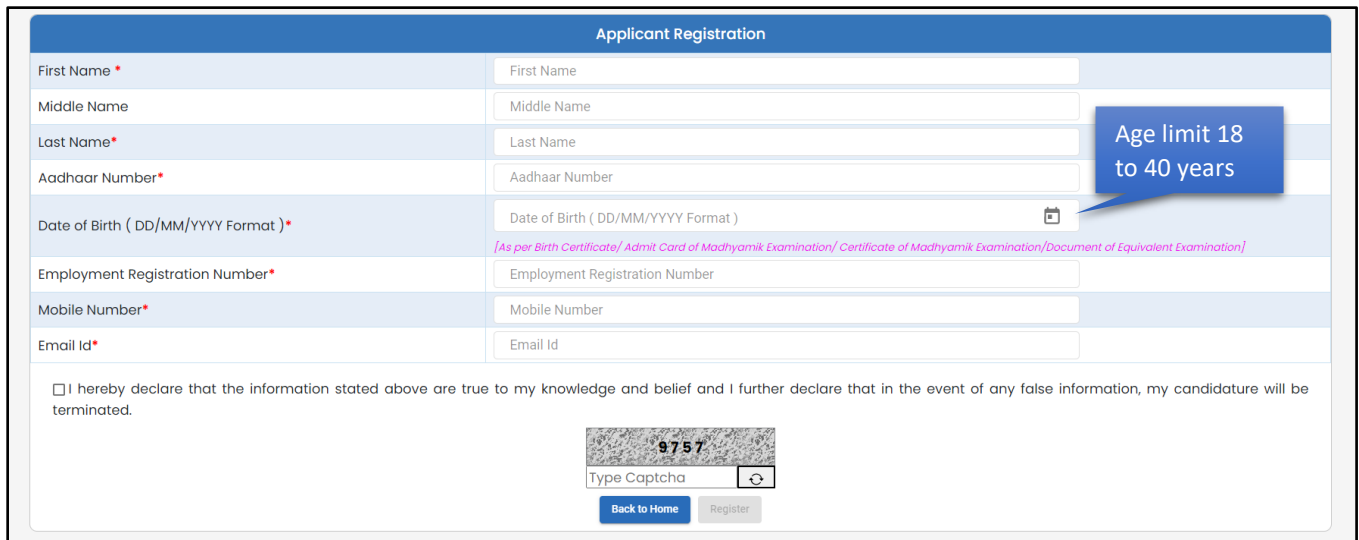


Fig 1: Registration option of DEO Engagement Portal

Notice and Terms & Condition section contains the eligibility criteria, skillset, location, selection process, probation, duration and remuneration etc.

Once the applicant, clicks on registration, the following options will come up.



The registration form is titled "Applicant Registration". It contains the following fields:

- First Name \*
- Middle Name
- Last Name \*
- Aadhaar Number \*
- Date of Birth ( DD/MM/YYYY Format ) \* (with a calendar icon)
- Employment Registration Number \*
- Mobile Number \*
- Email Id \*

Below the fields, there is a declaration: ☐ I hereby declare that the information stated above are true to my knowledge and belief and I further declare that in the event of any false information, my candidature will be terminated.

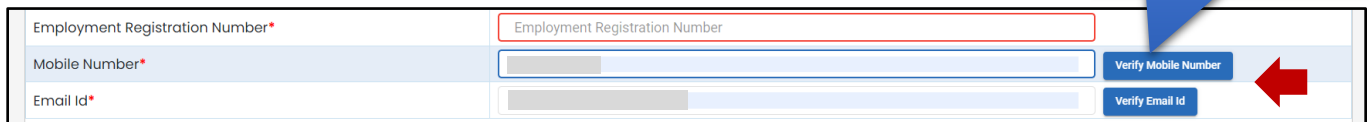
A captcha image showing "9757" is displayed with the text "Type Captcha" and a refresh icon. Below the captcha are two buttons: "Back to Home" and "Register".

A blue callout box points to the Date of Birth field with the text: "Age limit 18 to 40 years".

Fig 2: Registration Form of DEO Engagement Portal

**Note:**

- I. As on 01.01.2022, a candidate should be within the age of 18 to 40 years (Valid Proof: Birth certificate or Admit Card/Certificate of Madhyamik or equivalent examination)
- II. Candidate must have a valid and active registration in Employment Bank portal ( [www.employmentbankwb.gov.in](http://www.employmentbankwb.gov.in) ) of the Govt. of West Bengal



This section contains three input fields for verification:

- Employment Registration Number \*
- Mobile Number \*
- Email Id \*

To the right of these fields are two buttons: "Verify Mobile Number" and "Verify Email Id". A red arrow points to the "Verify Email Id" button.

A blue callout box points to the verification buttons with the text: "Email and mobile number are verified through one time password (OTP)."

The mandatory fields are marked with red astericks. Email and mobile number are verified through one time password (OTP).

**\*\* If any field value is found not valid, the respective field border will turn red.**

Registered users can login through “Application Login” option as illustrated in figure 3

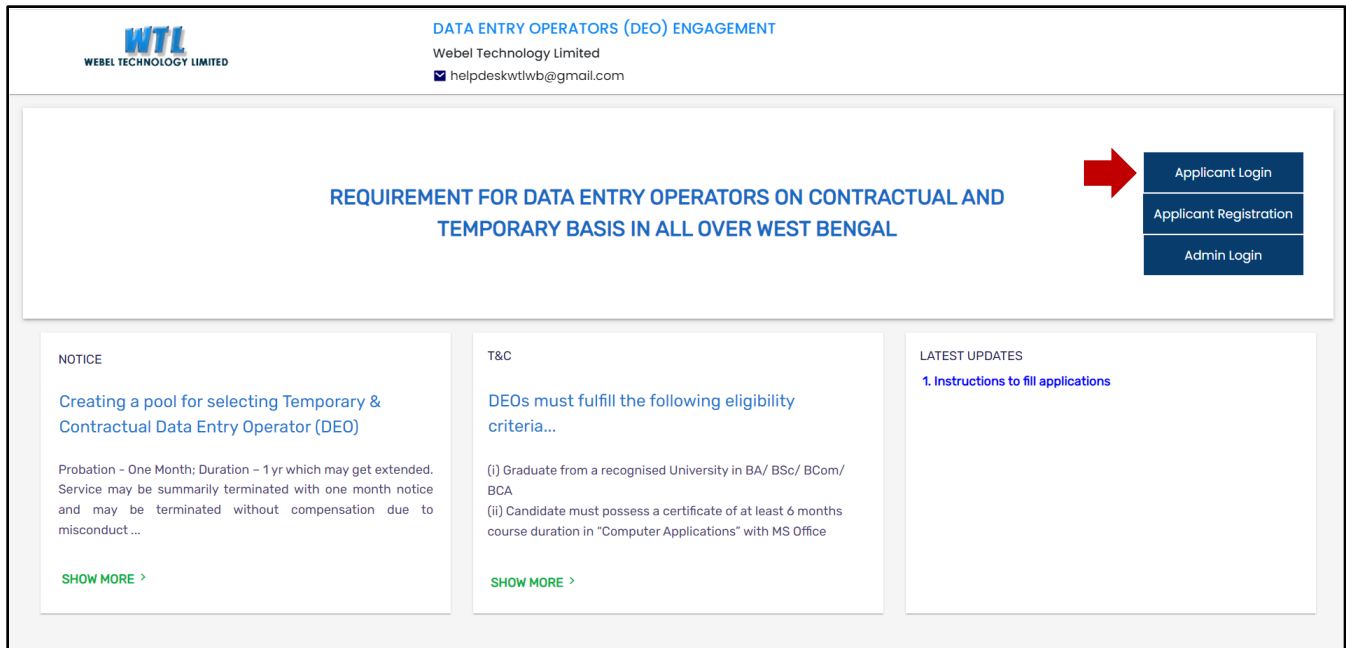


Fig 3: Login DEO Engagement Portal

- Please use your registered mobile number as user id.
- OTP will be sent to your mobile number for login. (Same OTP will be sent to your email id also)

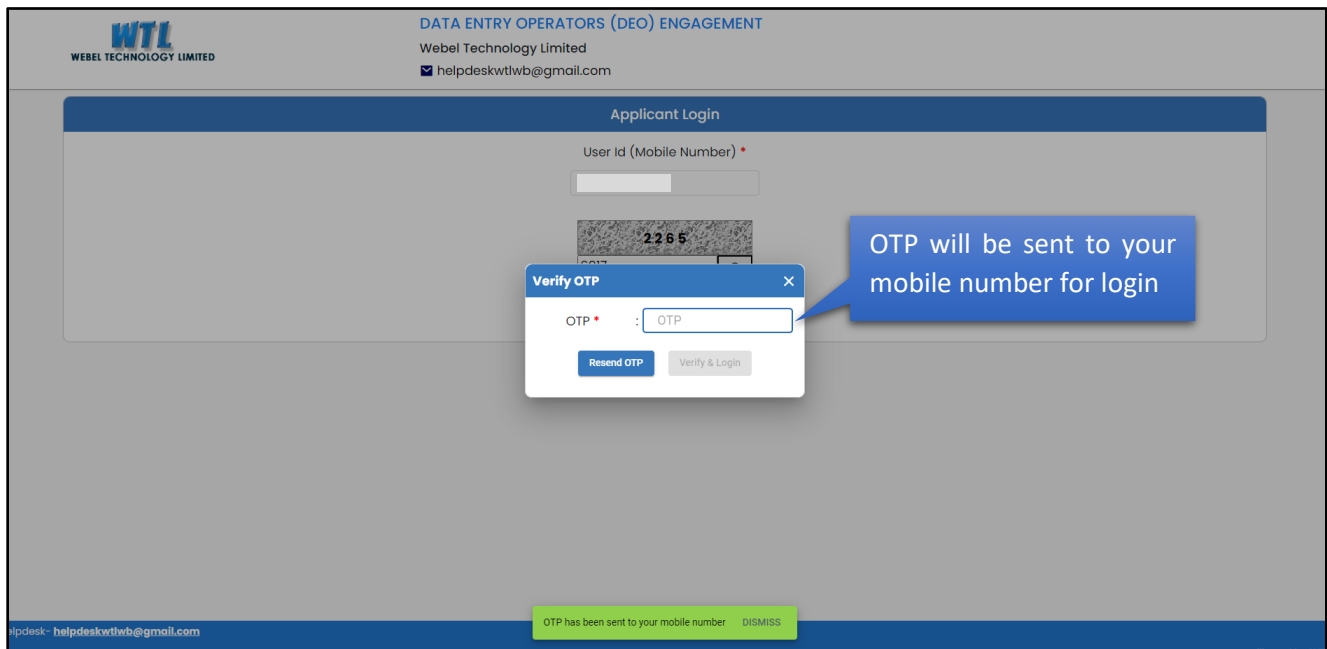


Fig 4: OTP Login

## 2. APPLICATION FORM

After login applicants will be redirected to **Application Form** section as illustrated in figure 5

**Application Form**

\*indicates a required field.

**Personal Details**

First Name \* :  Middle Name : Kumar *To be selected from the drop down list*

Last Name \* :  Gender \* :  *To be selected from the drop down list*

Father's Name \* :  Mother's Name \* :

Date of Birth \* :  Applicant Age Proof \* :  *Upload Birth Certificate/ Admit Card / Certificate of Madhyamik*

*[Please Upload Birth Certificate/ Admit Card of Madhyamik Examination/ Certificate of Madhyamik Examination/Document of Equivalent Examination]*

Mobile Number \* :  Email Id \* :

Applicant Photo \* :  *Choose File No file chosen (in .jpg/ pdf, up to 50KB)* *Upload Aadhaar/ DRC as Address Proof*

Applicant Signature \* :  *Choose File No file chosen (in .jpg/ pdf, up to 50KB)*

**Preference**

Choose District for working \* :  Supporting document for choice of District \* :

**Address**

Block :  OR Municipality :  OR Municipal Corporation :  *Choose Block or Municipality or Municipal Corporation from drop down*

Address Line 1 \* :  Address Line 2 :

Pin \* :

**Employment Registration Details**

Employment Registration Number \* :  Attach Employment Registration Copy/ Proof \* :  *Upload Employment Registration Proof*

**Education Details**

Eligible Course \* :  Name of Course \* :  *To be selected from the drop down list*

Year of Passing \* :  University Name \* :

Evaluated in Marks/CGPA \* :  Total CGPA Obtained in the Exam \* :

Percentage of Marks(as per University norms) \* :  Final Year/Semester Marksheet (Both Side) \* :  *Upload Both Side of Your Marksheet*

*[Please Upload Both Side of Your Marksheet.]*

**Computer Proficiency**

Computer Proficiency \* :  Attach Computer Proficiency Certificate \* :  *Upload Computer Certificate*

**Declaration**

☐ I Sri/ Smt. **Shovan Kumar Halder** do hereby declare that the information stated above are true to my knowledge and belief and I further declare that in the event of any false information, my candidature will be terminated.

*Check the file size and format for each upload section*

**Fig 5 : Application Form**

\*\*\* You also save the Application Form at any stage of applying before submit the application.

#### Note:

- The Candidate must be a resident of the concerned district where he/she be posted. Aadhaar or Ration Card will be considered as the 'Proof of Residence'

#### Qualification-

- ❖ Graduate from a recognised University in BA/ BSc/ BCom/ BCA

#### Skillset-

- Candidate must possess a certificate of at least 6 months course duration in "Computer Applications" with MS Office
- Candidate with a certificate of one year course duration or higher would be preferred
- Candidate must have a net speed of at least 30 word per minute in Typing Test


After filling up all the required fields , you need to click the check box. Then the "Verify and Submit" button will active to submit the Application Form.

Declaration

☒ I Sri/ Smt. **Shovan Halder** do hereby declare that the information stated above are true to my knowledge and belief and I further declare that in the event of any false information, my candidature will be terminated.

Save Application

Verify and Submit



*After applying an Application Number will generate. Please note down your **application number** for any future reference.*

Application successfully submitted




Your application is successful. Your application number is **DEO221906828629**

Check Application Status

### 3. APPLICATION STATUS

**Application Status** – You can check your application status by clicking **Application Status**. You can View or Download your application form anytime, check the current status and delete your application (within the last date of submission).

The screenshot displays the 'Application Status' page. At the top, a blue banner reads 'Application successfully submitted'. Below it, a message states 'Your application is successful. Your application number is DEO221906828629'. A red arrow points to a 'Check Application Status' button. The main content area is titled 'Application Status' and includes a note: 'You can delete and re-apply your application till the last date of submission of application.' Below this is a table with the following data:

Application Number	Applied For District	Application Date	Application Status	Actions
DEO221903253626	Alipurduar	Jul 8, 2022, 1:54:28 AM	Applied	  

Two callout boxes provide additional information: one points to the 'Download' icon with the text 'Option for downloading the Application form as PDF as well as view.', and another points to the 'Delete' icon with the text 'Option for delete the application before last date of submission.'

Fig 6 : Application Status