

OFFICE OF THE PRINCIPAL
SATYABADI HIGHER SECONDARY SCHOOL, KALAPATHAR
AT/ PO- KALAPATHAR, DIST- SUBARNAPUR

Letter No: 13/26

Date: 08/01/2026

To
The E-Governance Manager
Collectorate, Subarnapur

Subject: Request for advertisement of Data Entry Operator on consolidated salary

Sir,

I respectfully request your good office to kindly arrange for the advertisement of one post of Data Entry Operator (DEO) for Satyabadi Higher Secondary School, Kalapathar, on a consolidated salary basis, as per prevailing government norms.

The engagement of a Data Entry Operator is urgently required for smooth handling of official data entry work, online reporting, student-related digital records, and other ICT-related administrative activities of the institution.

It is requested that the minimum required experience for the post may be fixed as three (03) years in relevant data entry/computer-related work. The last date for receipt of applications by registered post to the undersigned may kindly be fixed as 13/01/2026.

Therefore, I kindly request you to please take necessary steps to publish the advertisement at the earliest for selection of a suitable candidate. The required eligibility conditions, terms of engagement, and other details may be incorporated as per NIC guidelines.

I shall be highly obliged for your kind cooperation in this matter.

Thanking you.

Yours faithfully,

Dr. Saraswati Das 08/01/2026

Principal
Satyabadi H.S. School
Kalapathar

Satyabadi HS School Kalapathar