



**Government of West Bengal**  
**Office of the Block Development Officer**  
**Kumarganj Development Block Dakshin Dinajpur**

Memo No. 4275 /Kmj

Date- 10/12/2014

**NOTICE**

Notice inviting application for the post of Data Entry Operator under Coked Mid day Meal Programme in accordance with memorandum issued by Sri N. N. Barman, Project Director, CMDMP, School Education Department, Government Of West Bengal Vide Memo no. 303(21)-ES(CMDMP)/ESTT-05/2013 PT, DT 19.05.2014 read with his office another memo no. 546/ES(CMDMP)/ESTT-07/2014, DT. 15.19.2014 read with memorandum issued by H.K. Dwivedi, Principal Secretary, Finance Department, Govt. of West Bengal vide No. 5859-F(Y), dt. 22.07.2013 and in accordance with decision made in the meeting of extended Block Level Selection Committee, Kumarganj Dev. Block in its meeting held on 02.12.2014, duly filled in written applications are hereby invited by the undersigned from the eligible candidates having following qualifications for the engagement of Data Entry Operator ( CMDMP) on purely contractual basis at a consolidated rate of Rs. 11000/- (Rupees Eleven thousand only) per month subject to enhancement at Rs. 500/- per year during first five year and thereafter Rs. 600/- per year in terms of F.D's memo no. 5859 -F(Y), dt. 22.07.2013 subject to the condition that such engagement may be terminated at the completion of the job or at the end of the project whichever is earlier. Apart from this, the said engagement may also be terminated by the undersigned being Head of the office at any time for unsatisfactory service, misconduct etc on the basis of recommendations of I.T department / NIC project Leader or the Project Officer-in-Charge.

Name of the Post	No. of Post	Required Qualification	Age limit
Data Entry Operator	01	<ol style="list-style-type: none"><li>1. Graduation in any branch</li><li>2. Having Certificate in Computer Application with at least six month course duration from any Govt. recognized institution.</li><li>3. Having job experience of at least two years ( from the date of issuance of this employment notice) in Data Entry work or in similar type of work in any Govt. project in any govt. office / PRI / PSU / Semi Govt. office / Municipality.</li><li>4. He / She will have to be an ordinarily residence in the state of West Bengal.</li></ol>	Not below 18 years of age and not above 32 years of age for General Category as on 01.01.2015 ( upper age limit is relaxable up to 3 years for OBC candidates and 5 years for SC/ST candidates as on 01.01.2015 subject to condition of production of valid Caste Certificate by the concerned candidates issued by the competent authority during submission of his / her application).

The willing applicants are requested to submit duly filled in application in this regards by addressing it to " **The Block Development Officer and Chairperson, Block Level Selection Committee on engagement of DEO (CMDMP), Kumarganj Dev Block**" in sealed envelope at the drop boxes kept at the chamber of the undersigned or by hand in Block receive section of Kumarganj Dev. Block on each working day ( excluding Saturday, Sunday and public holidays declared under NI act 1881) from 12 noon to 4 PM from 10.12.2014 to 22.12.2014. please do recall that no single application will be entertained by the undersigned which is submitted beyond the aforesaid time limit or which is incomplete and erroneous. The following testimonials ( in the form of duly attested Xerox copy) will have to be furnished positively by the applicants along with their applications.

- a. Proof of ordinarily residence – EPIC.
- b. Proof of qualified age – Birth Certificate / Admit Card / Registration Certificate of M.P/H.S./Madrasha Examination or similar type of Examination by any board recognized by State / Central Govt.
- c. All testimonials related to academic qualification of the applicant ( i.e. Mark sheet, Certificate of various examinations etc.).
- d. Certificate regarding Computer Application Course from any Govt. recognized institute.
- e. Experience Certificate ( in original) regarding having of job experience of atleast two years in any Govt. office / Semi Govt. office / PRI / PSU / Municipality in any Govt. project mentioned in the aforesaid paras.
- f. Caste Certificate (only in case of availing of Age exemption in case of SC/ST/OBC candidates).

All such duly filled in applications thus received by the undersigned upto 4 PM on 22.12.2014 will then be duly scrutinized and verified by the Block Level Selection Committee and therefore a one day computer typing test will be conducted at Kumarganj Dev. Block Office on 06.01.2015 by the representative of NIC/ IT department among the valid applicants who will be invited by the Block Level Selection Committee to attend at Kumarganj Dev. Block Office positively at 11 AM on 06.1.2015 by issuing Call Letter in registered post (for which the applicants are requested to furnish his/her detailed postal address along with his / her application with two copies of his / her recent coloured passport size photo). The said test will be treated as an elimination test i.e. the score obtained by any candidate in this computer typing test will not be counted in the next rounds of examinations.

The valid candidates who will pass the above said elimination test ( the mode of the said elimination will solely depend on the representative of the NIC/IT department who will conduct the said test) will then have to appear in a written test comprising of 30 marks on 07.01.2015 at 12 noon in the following subjects.

- i) Questions related to CMDMP --- 10 marks
- ii) Question related to GK & Current Affairs --- 10 marks
- iii) Translation (from English to Bengali and from Bengali to English) --- 10 marks.

Thereafter they will have to appear before the Extended Block Selection Committee on the same day for Viva voce test which will comprise 10 marks in which applicants' ability to take quick decision, General Knowledge, communication skill, behaviour, working knowledge etc. will be tested.

Thereafter, on the recommendation of Block Selection Committee, BSMC of CMDMP, Kumarganj Dev Block will then select the most eligible candidate at the post of DEO under CMDMP in its next meeting and thereafter, the selected person will be engaged in the post of DEO by the undersigned for an initial period of one year.

N.B.: please do recall that no TA & DA is admissible to any candidate in this regard.

  
10/12/14  
Block Development Officer  
Kumarganj Development Block  
&

The Chairperson, Block Level Selection Committee  
on engagement of DEO(CMDMP),  
Kumarganj Development Block, Dakshin Dinajpur

Memo No. 4275/1(20) /Kmj

Date- 10/12/2014

Copy forwarded for his/her kind information with request to make wide publicity of the afore said matter to:-

1. The District Magistrate, Dakshin Dinajpur.
2. The Sub-Divisional-Officer, Balurghat (Sadar), Dakshin Dinajpur.
3. The Officer-in-Charge, CMDMP, Dakshin Dinajpur.
4. The Sabhapati, Kumarganj Panchayat Samity.
5. The DIO, NIC, Dakshin Dinajpur. With a request to upload the afore said matter in the District Official web-site on NIC.
6. The Jt. BDO, Kumarganj Dev. Block, Dakshin Dinajpur.
7. The APO(Dev.), Kumarganj Dev. Block, Dakshin Dinajpur.
8. The Karmadhyakshya, S-S-T-O-K Sthayee Samity, Kumarganj Panchayat Samity.
9. Panchayat Samity Office Notice Board.
10. Ramkrishnapur Gram Panchayat Office Notice Board.
- 11-12. Kumarganj Sadar/ North, CLRC Office Notice Board.
13. Kumarganj CDPO Office Notice Board.
14. The BL&LRO Office Notice Board.
15. Kumarganj Police Station Office Notice Board.
16. The Employment Exchange Officer, Balurghat, Dakshin Dinajpur, With request to upload the afore said matter in the web-site of employment bank.
- 17-19. The Head Master/ Head Mistress, Gopalganj RN High School/ Kumarganj High School/ Balupara Colony Nibedita Girls' High School.
20. MDM Guard File.

  
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