

GOVERNMENT OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
TAPAN, DAKSHIN DINAJPUR.

Memo No: 6820

Date: 23/2/2016

NOTICE

It is hereby notice that applications are invited from the eligible candidates for the post of Data Entry Operator under CMDMP in the office of the undersigned.
Terms and conditions for the same are as follows :-

Name of the Post	No. of Post	Required Qualifications	Age limit.
Data Entry Operator	01	A] Graduation in any discipline from a recognise university. B] Certificate Course in Computer Application (minimum 06 months). C] Having working experience of at least 03 to 06 months (on the date of the issuance of this notice) in Data Entry Works or in similar type of work in any Govt. project in any Govt. office /PRI/Semi Govt. Office/Municipality. D] He /She will have to be an ordinarily residence in the State of West Bengal.	Not below 18 years of age and not above 40 years of age for General Categoryas on 01.01.2016 (Upper age limit is relax able to up to 3 years for OBC candidates and 5 year for SC/ST candidates as on 01.01.2016 subject to condition of production of valid caste Certificate by the concerned candidate issued by the competent authority during submission of his/her application.

Please do recall that candidates, who are already in contract with any Government / Semi Govt. and PRI bodies, are not eligible for this post. Their applications will be summarily rejected.

Mode of selection : 1] Group discussions to judge Candidates awarness and ability to express his /her views correctly and reasonably (at 11.00 am on 01/03/2016). The said test will be treated as an elimination test (the score obtained by any applicant in this test will not be considered in the next rounds of examination).

2] The candidates, who will be treated as successful after Group discussion, will have to appear a Computer test comprising of 10 marks at Tapan Development Block office on 01/03/2016 .

3] Written Test (Objective Type Multiple choice) comprising of 60 marks on 01/03/2016 at 02.00 pm in the following subjects after Computer Test. Duration : 60 minutes. (01 marks will be deducted for each 03 wrong answer)

B] Questions related to GK and Current Affairs	:.....30
C] Reasoning & Arithmetic	:20
D] Basic English & Bengali Grammer	:.....10

4] Thereafter, they will have to appear before the Extended Block Selection Committee on the same day for VIVA VOCE test which will comprise of 20 marks.

Merrit list will be prepare on the basis of the total marks obtained in Computer test, Written test and VIVA VOCE.

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), Tapan Development Block" in sealed envelop at the drop box kept at the office premises of this Block or by speed post/ registered post with in Office hour.

The last date of submission of the Application is 29th February-2016. Candidate should remember that the application will be received on 29th February-2016 up to 12.00 noon.

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 (duly self attested Xerox copies) will have to furnished positively by the applicant along with their applications.

- 1] Proof of ordinary residence – EPIC.
- 2] Age proof – Birth Certificate / Admit Card / Registration Certificate of MP/HS/Madrasha Examination or similar type of examination by any Board recognized by State / Central Govt.
- 3] Certificate regarding Computer Application Course from any Govt. recognized institute.
- 4] Experience Certificate (in original) regarding having of job experience of at least 03 to 06 months in any Govt. office/ Semi Govt. office/PRI/Municipality .
- 5] Caste certificate (only in case of availing of Age exemption in case of SC/ST/OBC candidates).
- 6] Authority will not be responsible for Postal delay.
- 7] Successful candidates will have to produce original Testimonials before VIVA VOCE.

N.B. Please do recall the no TA & DA is admissible to any Candidate in this regard. The selection process may be cancelled at any time with out mentioing any cause to this effect.



Block Development Officer
Tapan, Dakshin Dinajpur
&

Chairperson
Block Level Selection Committee
On engagement of DEO (CMDMP)
Tapan, Dakshin Dinajpur.

Date :

Memo No :

Copy forwarded for his/her kind information with a request to wide publicity of the aforesaid matter to:

- 1] The District Magistrate, Dakshin Dinajpur.
- 2] The Sub-Divisional Officer, Balurghat Sadar, Dakshin Dinajpur.
- 3] The Officer-in-Charge, CMDMP, D/Dinajpur.
- 4] The Savapati, Tapan Panchayat Samity, D/Dinajpur.
- 5] The DIO, NIC, Dakshin Dinajpur, with a request to upload the aforesaid matter in the District Officials web-site on NIC.
- 8] The SEO, Tapan Panchayat Samity.
- 9] The Employment Exchange Officer, Balurghat, D/Dinajpur with a request to upload the aforesaid matter in the web-site of Employment Bank.
- 10-20] The Prodhan, _____ GP.



Block Development Officer
Tapan, Dakshin Dinajpur
&
Chairperson
Block Level Selection Committee
On engagement of DEO (CMDMP)
Tapan, Dakshin Dinajpur.

The Candidate should fill up all the columns himself/herself. Xerox copy of the admit card should be produce as a proof of candidature at the time of reporting. Candidate should also bring his /her original EPIC (Voter ID) as a proof of ordinary residence. Without these candidates will not be allowed at the examination Hall.

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR IN THE CMDMP OF TAPAN DEVELOPMENT BLOCK,
DAKSHIN DINAJPUR.

Name of Gram Panchayat : _____

Paste a recent
coloured
passport size
photograph
duly signed.

NAME : _____

FATHERS/HUSBANDS NAME : _____

PRESENT ADDRESS : _____

PERMANENT ADDRESS : _____

DATE OF BIRTH : _____ CASTE : _____

NATIONALITY : _____ SEX : _____ Mobile No _____

EDUCATIONAL QUALIFICATION :

NAME OF BOARD	OF EXAMINATION PASSED	YEAR OF PASSING	OF TOTAL MARKS	MARKS OBTAINED	PERCENTAGE OF MARKS

CERTIFICATE ON COMPUTER COURSE, : _____

EXPERIENCE : _____

I do hereby declare that the above statement is true to the best of my knowledge, if any information find false, my candidature will be cancelled.

(Full Signature of the Applicant)

ADMIT CARD FOR THE POST OF DATA ENTRY OPERATOR IN THE CMDMP OF TAPAN DEVELOPMENT BLOCK,
DAKSHIN DINAJPUR.

Paste a recent
coloured
passport size
photograph
duly signed.

Name of Gram Panchayat : _____

NAME : _____

FATHERS/HUSBANDS NAME : _____

ADDRESS : _____

VENUE : RABINDRA BHAWAN .

DATE : 01/03/2016.

REPORTING TIME : 10 am.

The Candidate should fill up all the columns himself/herself. Xerox copy of this admit card should be produce as a proof of candidature at the time of reporting. Candidate should also bring his /her original EPIC (Voter ID) as ordinary residence. Without these candidates will not be allowed at the examination Hall.