



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
GANGARAMPUR, DAKSHIN DINAJPUR  
E-mail: gangarampur.block@gmail.com

Memo No: 1250/BDO/Gmp

Date: 24.06.16

**NOTICE**

In concurrence of memorandums vide memo no. 303(21)-ES(CMDMP)/ESTT-05/2013<sup>PT</sup>, dated-19/05/2014 & Memo No. 546-ES(CMDMP)/ESTT-07/2014, Dated-15/09/2014 of Project Director CMDMP, School Education Department, Application are hereby invited by the undersigned from the eligible Indian Citizen having following qualifications for the engagement of Data Entry Operator (CMDMP) in purely contractual basis at a consolidated rate of R, 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), dated 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.

Name of the Post	No. of Post	Required Qualification	Age limit
Data Entry Operator	01	1. Graduate in any Branch, 2. Diploma in Computer Application (minimum 1 year). Graduate or Post Graduate in Computer is preferable. 3. Preference will be given to the candidate having experience in data entry work in any Govt.Office/PRI/PSU/Semi.Govt.Office/ Municipality and extra preference shall be given in case of MDM related work of at least one year (from the date of issuance of this notice). 4. 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 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), Gangarampur Development Block" in sealed envelope at the drop boxes kept at the Mid-Day-Meal Section of this Block or by speed post/registered post on each working day(excluding Saturday, Sunday and other public holidays declared under NI Act,1881)from 12 noon to 4 PM from 24.06.2016 to 15.07.2016

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 self attested Xerox copy) will have to furnish positively by the applicants along with their applications.

- Proof of ordinarily residence- EPIC (Voter Card)
- Proof of 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 at least one year in any Govt. Office/PRI/PSU/Semi. Govt. Office/Municipality in any Govt. Mentioned in the aforesaid papers.
- 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 15.07.2016 will then be duly scrutinized and verified by the Block Level selection Committee and therefore a computer typing test will be conducted at Gangarampur Development Block office on 28.07.2016 by the NIC/IT department among the valid applicant who will be invited by the Block Level Selection committee to attend at Gangarampur Block Office positively at 11 am on 28.07.2016 by issuing call letter (for which the applicants are requested to furnished his/her detailed postal address along with his/her application with two copies of his/her recent coloured passport size photo). The call letter will be sent by speed post/registered post. If any candidate did not receive call letter within 25.07.2016, they may collect their duplicate call letter from the Mid-day-Meal section of this block on 26.07.2016 and 27.07.2016. The said typing 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 examination.

The valid candidates who will pass the above said elimination test (the mode of 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 02.08.2016 at 12 noon in the following subjects.

- i) Questions related to CMDMP
- ii) Question related to GK and Current affairs
- iii) Question related to computer subject.

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

Thereafter, on the recommendation of Block level Selection Committee of CMDMP, Gangarampur Development 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 on one year.

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

  
Block Development Office  
Gangarampur Development Block  
&


Chairperson,  
Block Level Selection Committee  
on engagement of DEO (CMDMP)  
Gangarampur, Dakshin Dinajpur

Memo No: 1250/1(9)/BDO/GMP

Date: 24.06.16

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

1. The District Magistrate, Dakshin Dinajpur, Balurghat.
2. The Sub-Divisional Officer, Gangarampur at Buniadpur
3. The Officer-In-Charge, CMDMP, Dakshin Dinajpur, Balurghat
4. The Sabhapati, Gangarampur Panchayat Samity, Gangarampur
5. The DIO, NIC, Dakshin Dinajpur, with request to upload the aforesaid matter in the District Officials web-site on NIC.
6. The Joint Block Development Officer, Gangarampur
7. The SEO, Gangarampur, Dakshin Dinajpur
8. The Pradhan, Sukdevpur /Basuria /Belbari-I /Belbari-II /Chaloon/Damdama/Gangarampur/Nandanpur/Jahangirpur/Uday/Ashokegram Gram Panchayat.
9. Office Notice Board, Gangarampur Development Block.

  
Block Development Officer  
24/06/2016  
Gangarampur Development Block  
&  
Chairperson,  
Block Level Selection Committee  
on engagement of DEO (CMDMP)  
Gangarampur, Dakshin Dinajpur

**APPLICATION FOR THE POST OF DATA ENTRY OPERATOR IN THE CMDMP OF GANGARAMPUR BLOCK**  
**(CANDIDATE SHALL FILL THE FORM IN CAPITAL LETTER)**

Paste a recent coloured passport size photo duly signed
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1. Name :

2. Father/Husband Name :

3. Sex :

4. Date of Birth :

5. Caste Status :

6. Nationality :

7. Present Address : .....

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8. Permanent Address : .....

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9. Academic Qualification:

Sl No.	School/Board/Univ./Inst	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

10. Certificate on Computer Course :

11. Experience :

12. Declaration: I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and i fulfil these conditions. The details mentioned in the Application are true and i shall furnish then necessary certificates in original whenever required.

If any information/details found to be incorrect/ false at any stage of the selection process or if any fact found to have been cancelled by me or detected even after the appointment, my service may be terminated.

Date:

Place:

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 Full Signature of the Candidate