

GOVT. OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
KUSHMANDI, DAKSHIN DINAJPUR

Memo No: 3200 /KMD/2017

Date: 03.01.2017

NOTICE

For the post of Data Entry Operator (DEO) under Cooked Mid-Day Meal Programme (CMDMP) in accordance with memorandum issued by the Project Director, CMDMP, School Education Department, Govt. of West Bengal vide memo no 303(21)-ES(CMDMP)/ESTT-05/2013 dated 19.05.2014 read with memorandum issued by the Principle Secretary, Finance Department Govt. of West Bengal vide memo no. 5859-F(Y), dated 27.07.2013 and in accordance with decision made by Block Level Selection Committee, Kushmandi Development Block, duly filled in written applications in prescribed format (enclosed) are hereby invited from the eligible candidate(s) for engagement as Data Entry Operator for CMDMP on purely contractual basis at consolidated rate of Professional fees of Rs. 11000/- (Eleven Thousand only) per month for a period of one year or less subject to renewal of contract on monthly or yearly basis by the undersigned.


Last date of submission of application is on or before 10.01.2017 up to 4:00 pm.

The said engagement may be terminated by the undersigned being the head of the office at any time on unsatisfactory service, misconduct etc.

Name of the Post	No. of Post	Required Eligibility	Age limit
Data Entry Operator (DEO)	01	1. Graduation in any branch. 2. Having certificate in computer application with at least six months course duration from any Govt. recognized institution. 3. Having Job experience of at least 3 years (from the date of issuance of this notice) in data entry work or any similar type of work in any government Project/ Government Office /PRI/PSU/Semi Government. 4. He/She will have to be permanently residing in the state of West Bengal.	Not below 18 years of age to not above 40 years of age

The willing applicants are requested to submit duly filled in application in this regard to "The Block Development Officer and chairperson, Block Level selection committee, Kushmandi Development Block" in sealed envelop at the drop box kept at the chamber of the undersigned on any working day (excluding Saturday, Sunday and public holyday declared under NI Act. 1881) from 11:00 am to 4:00 pm from 03.01.2017 to 10.01.2017. No single application will be entertained by the undersigned which is submitted beyond the aforesaid time limit or which is incomplete and erroneous. Admit card of eligible candidates for written examination will be sent through self-addressed envelopes submitted by the candidates. In case of non-receipt of admit card till 20-01-2017, the eligible candidates will have to collect the same from the office of the undersigned on 21-01-2017 from 11:00 am to 02:00 pm. The following testimonials (in the form of duly self-attested Xerox copy) will have to be furnished positively by the applicants along with their application.

1. Proof of permanent residence.
2. Proof of Age - Birth Certificate/ Admit Card and or Registration Certificate of MP/HS/Madrasah exam.
3. All testimonials related to academic qualification of the applicant (i.e. mark sheet, certificate of various exams)
4. Certificate regarding computer application course from any Govt. recognized institute.
5. Experience certificate in original (regarding having job experience at least 3 years in data entry work or any similar type of work in any government Project/ Government Office /PRI/PSU/Semi Government).
6. Caste Certificate (only for availing of age exemption in case of SC/ST/OBC candidate as per existing Govt. order).
7. Two self-addressed envelopes affixing with postage stamp of Rs.5.00 each.
8. One passport size coloured photograph pasted on application form and two same photographs to be submitted with the application form.

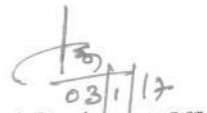

03/1/17
Block Development Officer, &
Chairperson, Block Level Selection Committee
Kushmandi, Dakshin Dinajpur

Memo No: 3200/1(10) /KMD/2017

Date: 03.01.2017

Copy forwarded to:

1. The District Magistrate, Dakshin Dinajpur.
2. The Additional District Magistrate (G), D/Dinajpur
3. The Sub-Divisional Officer, Gangarampur, D/Dinajpur
4. The DIO, NIC, Dakshin Dinajpur - with a request to make wide publicity.
5. The District Nodal Officer CMDMP, Dakshin Dinajpur.
6. The Employment Exchange Officer, D/Dinajpur- with a request to make wide publicity.
7. The Jt. BDO, Kushmandi Block.
8. Block Informatics Officer, Kushmandi, Dakshin Dinajpur.
9. MDM sec, Kushmandi Block.
10. Office Copy.


03/1/17
Block Development Officer, &
Chairperson, Block Level Selection Committee
Kushmandi, Dakshin Dinajpur

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR (DEO) OF CMDMP, FOR KUSHMANDI DEVELOPMENT BLOCK, vide memo no 303(21)-ES (CMDMP)/ESTT-05/2013 dated 19.05.2014

To: The Block Development Officer, &
Chairperson, Block Level Selection Committee
Kushmandi, Dakshin Dinajpur

Recent Passport
Size Coloured
Photo

Sir,

With due respect, I hereby apply for the post of Data Entry Operator (DEO) of Cooked Mid Day Meal for Kushmandi Development Block and furnish the following Information and documents along with this application-

1. Name:
2. Father's Name:
3. Date of Birth :- ___/___/_____
4. Age: -
5. Address:
 - a) Village: -
 - b) Post: -
 - c) Dist: -
 - d) Pin-.....
6. Permanent Address:-
 - a) Village: -
 - b) Post: -
 - c) Dist: -
 - d) Pin-.....
7. Religion: -
8. Caste: -
9. Nationality: -
10. Contact No.
11. Education Qualification:

Exam Name	Board / University	Year of passing	Division	Percentage of Marks
Madhyamik				
Higher Secondary				
Graduation				

12. Computer Certificate Details: -

13. Experience: - (if any)

Full Signature of Applicant