

Government of West Bengal
Office of the Block Development Officer
Jagatballavpur Development Block
Munshirhat, Howrah, Pin- 711410

ENGAGEMENT NOTICE

Application is hereby invited from willing eligible candidates for engagement of Data Entry Operator on purely temporary and contractual basis under Mid Day Meal programme (CMDMP) under Jagatballavpur Development Block in the District of Howrah in accordance with Finance Deptt's Memo No.: 5859-F(Y), Dt.: 22.07.2013 and vide Memo No.: 303(21)-ES (CMDMP)/ESTT-05/2013^{pt} Dated 19.05.2014 of Project Director, CMDMP, School Education Department, Government of West Bengal in the enclosed proforma.

Eligibility criteria for the contractual post and other conditions along with procedure of application and other processes for selection for engagement are as follows.

A. Details of contractual post with remuneration & eligibility criteria:

| Sl. No. | Name of the contractual post | Essential Qualification(s) & Experience | Age Limit (as on 08.11.2017) | No. of post(s) | Remuneration per month (Rs.) |
|---------|------------------------------|--|------------------------------|----------------|------------------------------|
| 1 | Data Entry Operator (MDM) | Graduation in any branch with minimum computer knowledge having 6 months certificate course in Computer Application from any recognized institution. | As per extant Govt. rule | 01 (one) | Rs.11000.00 |

B. Other terms & conditions :

1. After scrutiny of applications received at this end, eligible candidates shall be called for Computer Skill Test (30 marks) & Interview (20 marks).
2. The engagement will be purely temporary basis and may be terminated by the head of the office for unsatisfactory service, misconduct etc. of the incumbent concerned.
3. Such engagement may be terminated at the completion of the engagement / conditional period or at the end of the project, misconduct etc of the incumbent concerned.
4. The engaged / appointed DEO will get professional fees at the consolidated rate of Rs.11000/- per month subject to enhancement @ Rs. 500/- per year during 5(five) years and thereafter @Rs. 600/- per year in time of F.D.'s Memo No. 5859-F(Y), dt.22.07.2013.
5. Applicant should also attach following document along with his/her application:
 - (i) Proof of residence from local authority (Pradhan/ Counciller/ BDO/SDO/ Voter Card.
 - (ii) Attested copy of age proof (only Secondary level admit card / certificate to be accepted).
 - (iii) Attested copy of Educational Qualification (all documents justifying essential qualification).
 - (iv) Attested copy of Computer Certificate.
 - (v) Attested copy of Working Experience Certificate (if any).

Contd. On 2nd page

- (vi) 2(two) copies of recent colour passport size photograph (one copy signed photograph affixed on the application and the other stapled).
- (vii) Date of Computer Skill Test & Interview will be communicated to the eligible candidates by the Block Development Officer, Jagatballavpur by post . The liability of any loss or delay of transmission by the postal department shall not vest upon the undersigned. No Travelling Allowance shall be admissible.
- (viii) Application duly filled up in the prescribed proforma in the sealed envelope along with 02(two) self addressed envelope (10.5"x 4.5")with postage of Rs. 5/- affixed on it may be dropped in drop box kept in Block Office by hand or by post to the concerned Block Office.
- (ix) Candidates should write " **APPLICATION FOR THE POST OF D.E.O.,CMDMP** " on the top of the envelope.
- (x) The application will be received from 25.10.2017 to 08.11.2017 (except Saturday, Sunday or Public Holiday) within 11.00 a.m. to 4.00 p.m.
- (xi) The last date of receiving application on both by hand or by post on 08.11.2017 at 4.00 p.m. after that date no application will be entertained at any cost.



Block Development Officer
Jagatballavpur Development Block

Memo No: 3308/33

Date: 24.10.2017

Copy forwarded for favour of kind information and request for wide publicity to:

- 1 The District Magistrate, Howrah
- 2 The Additional District Magistrate (Dev.),Howrah
- 3 The Sub-Divisional Officer, Howrah Sadar & Uluberia
- 4 The Officer-In-Charge, Mid-Day-Meal, Howrah.
- 5 District Informatics Officer , N.I.C. Howrah.
- 6 The Savapati, Jagatballavpur Panchayat Samity.
- 7 The Block Development Officer, Domjur/Amta-I/ Panchla.
- 8 The Assistant Director of Agriculture, Jagatballavpur Block, Howrah.
- 9 The Block Medical Officer of Health, Jagatballavpur Block, Howrah.
- 10 The Block Land & Land Revenche Officer, Jagatballavpur Block, Howrah.
- 11-12 The Sub-Inspector of School, Jagatballavpur Circle / Jagatballavpur South Circle.
- 13 The Child Development Project Officer, Jagatballavpur Block, Howrah.
- 14 Karmadaksha, Siksha Stayee Samity, Jagatballavpur Block, Howrah.
- 15-28 Pradhan Gram Panchayat (All)
- 29 The Headmaster/Headmistrees/Teacher-in-ChargeUpper Primary School.
- 30 The Employment Officer In Charge, Sub-Regional Employment Exchange, Howrah.711101
- 31 Head Clerk-Cum-Accountant , Jagatballavpur Block, Howrah.
- 32 Notice Board.
- 33 Office Copy.



Block Development Officer
Jagatballavpur Development Block

APPLICATION FORMAT

To

The Chairman of the Selection Committee
&
Block Development Officer
Jagatballavpur Development Block
Munshirhat, Howrah

Affix Pasport Size
Photograph

SUB: APPLICATION FOR THE POST OF DATA ENTRY OPERATOR (CMDMP)

APPLICANT DETAILS:-

1. Name (In Block Letter) :
2. Father's / Husband Name :
3. Residential Address (In Block Letter) :
 - a. Present :
 - b. Permanent:
4. Category (SC/ST/GEN/OBC) :
5. Mobile No :
6. Email ID (if any) :
7. Date of Birth :
8. Sex :
9. Nationality :
10. Academic Qualification :

| Exam Passed | Year of Passing | Board/ University | % of Marks |
|-------------|-----------------|-------------------|------------|
| | | | |
| | | | |
| | | | |

11. Computer Qualification :

12. Experience (if any) :

I do hereby declare that the above mentained information's are true to the best of my knowledge and belief. If found any discrepancy in furnishing documents my candidature will summarily be rejected.

Date:

Place:

Full Signature of the Applicant

Enclo:

- 1.
- 2.
- 3.
- 4.