



**OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
AMTA-I DEVELOPMENT BLOCK  
AMTA, HOWRAH  
E-mail: [bdoamta1@gmail.com](mailto:bdoamta1@gmail.com)**

03214 - 260239

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Notice No. 1466/MDM/DEO/REC

Date: 19.07.2019

**ENGAGEMENT NOTICE FOR THE POST OF 'DATA ENTRY OPERATOR' ON CONTRACTUAL BASIS AT AMTA –I DEVELOPMENT BLOCK UNDER HOWRAH DISTRICT MID-DAY-MEAL PROGRAMME**

In pursuance of the order of the Project Director ,CMDMP,School Education Department, Government of west Bengal vide Memo No. 303(21)-ES(CMDMP)/ESTT-02/2013 <sup>PT</sup> dated 19.05.2014 and 315/MDM/How dated 09/07/2019 of Office of District Magistrate and collector, Howrah, applications are invited in prescribed format from Indian Citizen (Preference will be given to the candidate residing in the District of Howrah) for the post of '**Data Entry Operator**' on Contractual Basis under Cooked Mid- Day-Meal Programme in the office of the Block Development Officer, Amta-I Development Block,Amta,Howrah,Pin-711401. Eligible Candidates with sound knowledge in computer application may apply for the post as per guidelines described below.

Name of the Post	Required Qualification	Age Limit	Professional fees per month	No. of Vacancy	Selection Criteria
Data Entry Operator	Graduation in Any branch with a certificate in Computer Application	Should be Above 18 Years but should not be greater than 40 Years as on 01.08.2019	Rs.11,000/- consolidated subject to enhancement @Rs.500/- per year during first 5 years and thereafter @ Rs.600/- per year.	01(One)	<ol style="list-style-type: none"> <li>1. Qualification Weight age- 40 Marks</li> <li>2. Computer Typing Test-40 Marks</li> <li>3. Personal Interview-20 Marks</li> </ol>

**GENERAL INSTRUCTIONS:-**

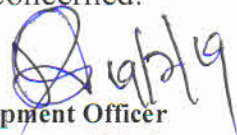
- The applicant should furnish the Information in Prescribed format along with the following documents.
  - ❖ Photocopy of Voter Identity Card.
  - ❖ Photocopy of the Admit Card/Certificate of Madhyamik or equivalent Examination for the age proof.
  - ❖ Photocopy of Mark Sheet/Certificate of Madhyamik/Higher Secondary/Graduation from a recognized Institution/University.
  - ❖ Photocopy of Mark Sheet/Certificate of completion of a Certificate course on Computer application.
  - ❖ Residence/address proof: Photocopy of Voter Identity card/Aadhaar Card/Ration Card/Residential Certificate from concerned Pradhan/Identity Card issued by any Govt. Aided School/Colleges etc.
  - ❖ A stamp size recent colour photograph of the applicant.
  - ❖ Photo copy of SC/ST/OBC/otherwise able for such applicants.
  - ❖ One should submit **one application** along with relevant documents in a sealed envelope.
  - ❖ Such sealed envelope is to be dropped into a receiving box(**Drop Box**) kept at the office of the Block Development Officer , Amta-I Development Block, on any working day (11am to 4 pm) at office of the Block on or before the last date of submission.
  - ❖ All produced documents must be self attested by the candidate.
  - ❖ Receipt of the application will not be given.
  - ❖ The word “**THE APPLICATION FOR THE POST OF THE DATA ENTRY OPERATOR FOR MID-DAY- MEAL**” must be superscripted on the envelope containing application.
  - ❖ **Last date of submission of application: 08.08.2019 (upto 4PM)**





**Other Information:**

1. Selection will be done through an Interview which will be conducted by a selection committee.
2. Engagement will be for a period of one year or less subject to renewal of contract on monthly or yearly basis by the Head of Department/Office.
3. Such engagement may be terminated at the completion of the job or at the end of the project whichever is earlier.
4. The engagement may also be terminated by the appropriate authority for unsatisfactory service, misconduct etc. of the incumbent concerned.

  
**Block Development Officer**  
**Amta-I Development block**  
**Amta, Howrah**

**Memo. No.1466/1(8)/MDM/DEO/REC**

**Date: 19/07/2019**

Copy forwarded for information and taking necessary action to:-

- 1) The District Magistrate, Howrah
- 2) The Additional District Magistrate(Dev), Howrah
- 3) The Sub-Divisional Officer, Uluberia, Howrah
- 4) The Officer-in-charge, Mid-Day-Meal Section, Howrah
- 5) The Hon'ble MLA, Uluberia Uttar(SC)
- 6) The District Informatics Officer, Howrah
- 7) The \_\_\_\_\_ (all line department offices)
- 8) The Prodhan(all) \_\_\_\_\_ Gram Panchayats

  
**Block Development Officer**  
**Amta-I Development block**  
**Amta, Howrah**

## FORMAT FOR APPLICATION

Application for the Post of "Data Entry Operator" for Mid-Day-Meal Programme under Amta-I Development Block

Paste a recent  
stamp size  
colour Photo  
here

1. Name of the applicant :  
(In Capital Letter)
2. Father's/Husband's Name :
3. Present Address : Vill: PO:  
PS: DIST:  
PIN:
4. Permanent Address : Vill: PO:  
PS: DIST:  
PIN:
5. (a) Date of Birth: (b) Present Age :  
(as recorded in Madhyamik or equivalent Certificate)

## 6. Details of Academic Qualification:

Name of Examination	Year of Passing	Name of Board/University	Subjects	% of Marks obtained	Remarks
Madhyamik or Equivalent					
Higher Secondary(10+2) Equivalent					
Graduation					

## 7. Details of Computer Certificate:

Name of Examination	Duration of Course	Name of Board/University/Institution	Subjects	% of Marks obtained	Remarks
Certificate in Computer Application					

## 8. Details of working experiences(if any ):

**Declaration of the Applicant**

I, Shri/Smt \_\_\_\_\_, S/o / D/o / W/o \_\_\_\_\_  
solemnly declare that the statements/information furnished above by me are true to the best of my knowledge. I also declare that I shall abide by the all the rules and regulations of the Government authority in this regard.

Place:

Date:

Signature of applicant