

Govt. of West Bengal
Office of the Block Development Officer
Amdanga Development Block
Amdanga, North 24 Parganas
e-mail: amdanga@gmail.com Phone: 03216-260093

Memo No.: 825 /AMD

Date: 28. 05. 2015

NOTICE

In pursuance of memo no S-23011(21)/6/2014-CMDM/108310 dt. 27. 10. 2014 is issued by the Addl. District Magistrate(G), North 24 Parganas, applications are hereby invited from the intending and eligible candidate for the post given below:

1. Name of the Post: Data Entry Operator, CMDMP
2. Number of the Post: 1 (One)
3. Nature of the Post: The engagement shall be temporary and purely contractual basis.
4. Place of Posting: Office of the Block Development Officer, Amdanga Development Block, Amdanga, North 24 Parganas
5. Job Responsibility: Proper up keeping of data on various components of cooked MDM programme & feeding school wise data to MIS web portal and to assist in the implementation of various schemes for the department and all other duties as may be assigned by the Head of the Authority.
6. Essential qualification: Graduation in any branch with a certificate in computer applications from any Govt. recognized institution.
7. Age Limit: Not more than 40 years of age as on 1st January, 2015.
8. Professional fees: 11,000/- per month after deduction of P. Tax and IT as applicable and enhancement will be in terms of F. D.'s memo no. 5859-F(Y), dt. 22. 07. 2013.
9. Mode of Selection: Subject to fulfillment of the criteria Selection will be done by evaluation out of **50 marks** contains 3 stages as mentioned below:
 - a. First Stage: Academic Merit of candidate- **25 marks** in proportion to % of marks obtained by candidate [Secondary (Class 10)- 5 marks, HS- 10 marks, Graduation- 10 marks]; top 10 candidates as per merit will be selected for 2nd stage.
 - b. Second Stage: Computer Test and Experience – **20 marks** [15 marks for practical computer test; 5 marks for 2 years Experience in data entry job from any Govt. Office/Project/Govt. undertaking Office or 0 marks otherwise]; top 3 candidates based on academic merit, computer test and experience will be selected for interview.
 - c. Third Stage: Interview- **5 marks**

Final Merit List will be prepared on the basis of marks obtained by the candidate in aggregate of First, Second and Third Stage.

10. How to apply: Application in the prescribed format may be deposited either by hand or by ordinary post, but it must be reached to the Office of the undersigned on or before 15. 06. 2015 Within 3:00 p.m. [Except Saturday, Sunday & Govt. Holidays] in the prescribed format along with self attested Photocopies of the following testimonials:

- a. Proof of Age (Only Birth Certificate/Madhyamik Admit Card)
- b. Proof of Nationality
- c. Proof of essential qualifications
- d. Proof of experience, if any
- e. Two copies of recent passport size colour photographs, one is to be pasted at proper place on the application proforma and another should be attached with application form by jems clip
- f. Certificate of Computer Course

Envelope containing application shall be super scribed as:

“APPLICATION FOR THE POST OF DATA ENTRY OPERATOR OF CMDMP FOR AMDANGA DEVELOPMENT BLOCK,
NORTH 24 APRGANAS”

Mailing Address:

To,

The Block Development Officer,

Amdanga Development Block

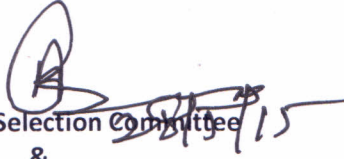
Vill - Rafipur, P.O. - Arkhali Amdanga, P.S. - Amdanga

Dist – North 24 Parganas (W. B.), Pin – 743221

Incomplete application or application received after prescribed date shall be rejected forthwith.

11. Canvassing of any kind either from the part of the candidate or by any other person will cause cancellation of candidature of concerned candidate.
12. All the original document must be produced at the time of practical/computer efficiency test before the authority for verification otherwise the screened applicant will not be allowed to appear at the test.
13. If any declaration made by the applicant is proved false at any stage of selection and recruitment or even after engagement his/her candidature will summarily be cancelled or engagement would be terminated as the case may be.

14. Engagement shall be made for a period of one year and yearly reengagement will be made on prayer of the incumbent provided he/she can serve satisfactorily. Regarding engagement and reengagement this office can take any decision without assigning any reason.
15. Terms and conditions: No selected person shall have any claim for permanent employment as this is purely a temporary assignment as the Contract will be terminated at the completion of the job or at the end of the project whichever is earlier. It can also be terminated by the Head of the Department/Office on the basis of recommendations of IT Department/NIC Project Leader or the Project-in-Charge for unsatisfactory service, misconduct, etc. of the incumbent concerned.



Chairman of Selection Committee
&
Block Development Officer
Amdanga Development Block
Amdanga, North 24 Parganas

Memo No.: 825 /1/(38)/AMD

Dated: 28. 05. 2015

Copy forwarded for kind information and wide circulation to:

1. The Addl. District Magistrate(Gen), North 24 Parganas
2. The Addl. Executive Officer (ZP), North 24 Parganas
3. The District Informatics Officer, NIC, North 24 Parganas
4. The Secretary (ZP), North 24 Parganas
5. The Sub-Divisional Officer, Barasat, North 24 Parganas
6. The District Cell, CMDMP, North 24 Parganas
7. The Office of the Employment Exchange, Barasat, North 24 Parganas
8. The DI of Secondary School Education, Barasat, Barrackpore, North 24 Parganas
9. The DI of Primary School Education, Barasat, North 24 Parganas
10. The Savapati, Amdanga Panchayat Samity, Amdanga, North 24 Parganas
11. - 31. The Block Development Officer, Dev. Block, North 24 Parganas
32. - 39. The Prodhan, Gram Panchayat, Amdanga Dev. Block, North 24 Parganas
40. Office Copy


Chairman of Selection Committee
&
Block Development Officer
Amdanga Development Block
Amdanga, North 24 Parganas

APPLICATION FORMAT

To
The Block Development Officer
Amdanga Development Block
Amdanga, North 24 Parganas

Sir, in response to the notification no. dated I do hereby apply for the post of Data Entry Operator under CMDMP in Amdanga Development Block , North 24 Parganas. I do hereby furnish required information below:

"APPLICATION FOR THE POST OF D.E.O. (CMDMP)"

Affix passport size
recent colour
photograph

1. Name (In Block Letters):

2. Name of father:

3. Residential Address:

Vill/Road:

P.O.:

P.S.:

Dist:

Pin:

4. Contact No.:

5. e-Mail-ID:

6. Date of Birth (DD/MM/YYYY):

7. Sex (Male/Female):

8. Caste (SC/ST/OBC/GEN):

9. Academic Qualification:

Name of Exam	Board/University	Year of Passing	Division/Class	Percentage of Marks (%)

10. Professional Qualification (Computer Qualification):

11. Working Experience (if any):

Declaration:

I do hereby declare that the statement made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled.

Date:

Place:

Signature of the Applicant