NOTICE OF VACANCY

In concurrence of memorandums vide Memo No **S-230119(11)/2/2012-CMDM/139794(55)** dated 16/03/2017 of **Additional District Magistrate [General],** North 24 Parganas,Barasat & **303(21)ES(CMDMP)ESTT-05/2013PT** dated 19/05.2014 & Memo no. **546ES (CMDMP)/ESTT-07/2014** dated 15.09.2014 of Project Director CMDMP, School Education Department, Application From in prescribed Format is invited for Engagement of **Data Entry Operator of CMDMP** under **Habra-II Development Block.**

Name of the Post :- **Data Entry Operator** of Mid-Day-Meal Programme under School Education Department, Govt. of West Bengal.

Nature of the Post :- Contractual basis and may be terminated at the completion of the job or at the end of the project whichever is earlier or in case performance is found to be not satisfactory, the Head of Dept./Office may terminate service based on the recommendation of IT Dept. / NIC Project leader or the Project-in-charge.

Number of Vacancy: - 1 (One)

Professional fee per month: - Rs. 11000/- [After deduction of P-Tax & IT as applicable]
Required Qualification :- The candidate shall : **a)** Be a citizen of India as defined in part II of the constitution of India **b)** Have Graduation Degree[Final Year Students] in any Stream from any University **c)** Have at least **6 (Six)** months formal Training with Certificate in Computer Application from a recognized or affiliated Institution. **D)** Have a minimum speed of Date Entry of 6000 key depression per hour with minimal flaws.
Age limit :- Not more than 37 years of age as on 1st January 2017, 5years and 3years relaxation for SC/ST, OBC and Physically Challenged candidates respectively.

Process of Selection :- Examination for the selection to this post will be held in three succession stage :

1. Written Examination (MCQ type) 30 Marks   2. Computer Skill test 20 marks
          3. Interview 10 Marks.

On verifying the Application form the eligible all candidates will have to go through the above stated three process of Examination for selection in the Final Merit list.

Chronology of dates for submission of Selection:-
1. Last Date for submission of application :- 02-06-2017 (The application form will be available from and will be submitted at B.D.O Office, Habra-II Dev. Block within Office hour ,strictly except Saturday , Sunday & National Holidays)
2. Date of Admit Card to be received by eligible candidates from Block Office: - Hand to Hand during submission of Application Form, strictly within office hour.
3. **Dates of Examination**: - will be mentioned in the Admit card.
4. **Date of Merit list publication** :-Day of written examination.

List of certificates to be attached with application form :-

1. Attached photo copy of Admit Card of Madhyamik or Equivalent examination (Age proof)
2. Photo copy of result of Higher Secondary & Graduations
3. Attested photo copy of Computer Application Certificate.
4. 3 (three) copies recent colour passport size photos.

22.05.17

BLOCK DEVELOPMENT OFFICER[In-Charge]
HABRA-II DEVELOPMENT OFFICER

Memo No. 679/1 (51) /Hab-11

Date : 22.05.17

Copy forwarded for information and taking necessary action with a request to wide publication:-
1. The District Magistrate, North 24 Parganas,
2. The ADM (G), North 24 Parganas,
3. The Sub-Divisional Officer, Barasat, North 24 Parganas,
4. The Project in charge, CMDMP, North 24 Parganas,
5. The Savapati, Habra-II Panchayet Samity,
6-27 The B.D.O. (All Block) North 24 Parganas,
28. The Chairman, Ashokenager Kalyangarh Municipality, Ashokenagar
29-36. The Prodhan …………………………………… GP
37. The DIO, NIC, North 24 Parganas,
38. The DI & CO, North 24 Parganas
39. The Employment Office, Employment Exchange, North 24 Parganas
40- 42. SI of School …………………………. Circle,
41- 50. The BLRO/ADSR/ADA/BMOH/CDPO/BLDO/Ashokenagar PS.
51. Office Notice Board.

22.05.17

BLOCK DEVELOPMENT OFFICER[In-Charge]
HABRA-II DEVELOPMENT OFFICER

Application format for the post of Data Entry Operator [contractual] Mid Day Meal under Habra -I I Development Block, North 24 Parganas

Name :

Contact No. :

Personal Details

Father's Name	
Address	
E-mail ID	
Date of Birth	
Caste	
Nationality	

Educational Qualification:

Examination Passed	University/Board	Stream	Year	Percentage of Marks

Professional Knowledge:

Name of the Course	Institution	Course details	Percentage

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

Date :

Signature of Applicant