

**Application format for the post of contractual Data Entry Operator, Mid Day Meal
Under Barasat – II Development Block, North 24 Parganas.**

Name :

Contact No :

Photograph of the
Applicant duly
signed across

Personal Details

Father's Name	:	
Address	:	
E-mail ID	:	
Date of Birth	:	
Caste	:	
Physically Challenged (Yes/No)	:	
Nationality	:	

Education Qualification

Examination Passed	University/Board	Stream	Year	Percentage of Marks
Madhyamik or Equivalent				
Higher Secondary or Equivalent				
Graduation				

Professional Knowledge

Name of the Course	Institution	Course details	Percentage of Marks

Experience :

Name of the Organization	Total Experience	Job details

Any other Information :

Declaration: I solemnly declare that all statements made in this application are true. Original documents will be produced on demand and I agree to take the examination on the condition that the appointment authority may cancel my candidature if at any stage I am found ineligible for admission to the examination. I have obtained all my certificates (Qualification and/or Caste) within the Date of Submission of my Application. I agree that all the information provided here, are correct according to my knowledge.

Date :

Signature of the Applicant.

Enclosure :

1. *Proof of Date of Birth.*
2. *Address Proof from competent authority.*
3. *Educational Certificate.*
4. *Computer certificate from recognized institution.*
5. *Caste Certificate if applicable.*
6. *Physically Handicapped certificate if applicable.*
7. *Experience certificate in any.*

N.B. Application must be filled in Block Letter in Blue ink.



Government of West Bengal
Office of The Block Development Officer Phone: (03216) 277238
Barasat-II Development Block
North 24 Parganas

email: barasat2@gmail.com

NOTICE

Applications are hereby invited from willing Indian Citizens for engagement to the post of Data Entry Operator under Mid Day Meal Programme (CMDMP) under Barasat-II Development Block in the District of North 24 Parganas on purely temporary and contractual basis in accordance with Finance Department Memo No. 5859-F(Y) of Audit Branch, Finance Department dated: 22/07/2013 following the procedure as stated under Memo No 303(21) ES(CMDMP)/Estt-05/2013PT Dated: 19/05/2014 of Project Director, CMDMP, School Education Department, Government of West Bengal in the enclosed proforma.

Name of the Post: Data Entry Operator.

Vacancy: 01 (one).

Place of Posting: at the Office of the Block Development Officer, Barasat-II Dev. Block

Qualification: Graduation in any stream from recognized university and certificate in computer application of at least 6 (Six) months from any recognized institute.

Age limit: Not more than 40 years of age as on the date of publication of this notice. Upper age relaxation allowed 5 years for SC/ST, 3 years for OBC and 8 years for Physically Challenged candidates respectively.

Professional fee: At a consolidated rate of Rs. 11,000/- per month subject to enhancement @ Rs. 500/- per year during five 5 (five) years and thereafter @ Rs 600/- per year in terms of F.D's Memo No 5859-F(Y) of Audit Branch, Finance Department dated: 22/07/2013.

Mode of payment: through nationalized bank account after deduction of P.Tax and IT as applicable.

Duration of contract: the engagement shall be purely temporary on contractual basis and may be terminated at the end of the year/completion of the job or at the end of the project whichever is earlier. The head of the office may also terminate the engagement/contract by notice of one month on the basis of recommendations of Project-in-Charge for unsatisfactory service, misconduct etc of the incumbent concerned.

Selection: By the selection committee as constituted under Memo No 303(21)ES(CMDMP)/Estt-05/2013PT Dated: 19/05/2014 of the Project Director, CMDMP, School Education Department, Government of West Bengal.

Selection Process: filled in application in prescribed proforma along with all enclosures to be dropped at the drop box kept for this purpose at the Office of the undersigned on and from 16th December, 2014 to 26th December, 2014 from 11 A.M to 3 P.M. **Computer type/skill test** of the eligible candidates shall be held on 30th December, 2014 from 11 A.M at the office of the Block Development Officer, Barasat-II Development Block, North 24 Parganas.

The list of successful top ten (if available) candidates for appearing in the interview shall be published on the same day i.e, on 30th December, 2014 at 4:30 P.M onwards at the notice board of the undersigned.

Note: Incomplete application shall be rejected immediately no request for correction and/or change shall be entertained.

The candidates should ensure that they possess requisite qualification at the time of applying



Block Development Officer
Barasat-II Development Block
North 24 Parganas

Date: 15th December, 2014.

Memo: 4125(23)/BST-II

Copy forwarded for information and for wide publicity to:-

1. The District Magistrate, North 24 Parganas for favour of his kind information.
2. The Secretary, North 24 Parganas Zilla Parishad for favour of his kind perusal.
3. The Sub-Divisional Officer, Barasat Sadar Division, North 24 Parganas for his kind perusal.
4. The District Information Officer, North 24 Parganas.
5. The Officer-in-Charge, CMDMP, North 24 Parganas for his kind perusal.
6. The Savapati, Barasat-II Panchayat Samity, North 24 Parganas.
7. The A.D.A, Barasat-II Dev. Block, North 24 Parganas.
8. The B.L.D.O, Barasat-II Dev. Block, North 24 Parganas.
9. The B.L&L.R.O, Barasat-II Dev. Block, North 24 Parganas.
10. The Sub-Inspector of Schools, Madhyamgram East CLRC, North 24 Parganas.
11. The Inspector-in-Charge, Madhyamgram Police Station, North 24 Parganas.
12. The Inspector-in-Charge, Shasan Police Station, North 24 Parganas.
13. The Sub-Inspector of Food, Barasat-II Dev. Block, North 24 Parganas.
14. The Block Informatics Officer, Barasat-II Panchayat Samity for taking necessary action.
15. The Pradhan,Gram Panchayat with a request to place it on the notice board for wide publicity.
16. Office Copy.
17. Notice Board.


Block Development Officer
Barasat-II Development Block
North 24 Parganas