



**Government Of West Bengal**  
**Office Of The Block Development Officer**  
**Deganga Development Block**  
**Deganga , North 24 Parganas**

**e-mail Id : [bdodeganga@gmail.com](mailto:bdodeganga@gmail.com) Ph. No. - 03216 - 242243**

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**EMPLOYMENT NOTICE**

In concurrence of memorandums vide memo no. 303(21)-ES(CMDMP)/ESTT-05/2013<sup>PT</sup>, dated – 19/05/2014 & memo no. 546-ES(CMDMP)/ESTT-07/2014, dated – 15/09/2014 of Project Director CMDMP, School Education Department, Applications are invited form the eligible Indian citizen in the prescribed format for engagement of Data Entry Operator in the office of the Cooked Mid-Day Meal Programme (CMDMP) under Deganga Development Office, Deganga, North 24 Parganas following the guideline of Additional District Magistrate(G),North 24 Parganas vide his memo no S-23011(21)/6/2014-CMDM/108310, dated- 27/11/2014.

- ❖ **Name of the Post :-** Data Entry Operator of Mid-Day-Meal Programme under School Education Department, Govt. of West Bengal.
- ❖ **Number of Vacancy :-** 1 (One).
- ❖ **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 Department/Office may terminate service based on the recommendation of IT Department/NIC Project leader or the Project-in-charge.
- ❖ **Consolidated Salary :-** Fixed consolidated professional fee of Rs. 11,000/- (Eleven Thousand) per month after deduction of P-Tax & IT as applicable and also enhancement @ Rs. 500/- (Five Hundred) per year during first 5 (Five) years and there after @ Rs. 600/- (Six Hundred) per year in terms of F.D.'s memo no-5859-F(Y) dated- 22/07/2013.
- ❖ **Qualification Required :-** The candidate shall; a) Be a citizen of India as defined in Part-II of the constitution of India, b) Have Graduation degree in any Branch 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 Data Entry of 6000 key depression per hour with minimal flaws.
- ❖ **Age :-** Not more than 37 years of age as on 1<sup>st</sup> January 2014. 5 years, 3 years and 8 years relaxation for SC , ST, OBC and Physically Challenged candidates respectively.
- ❖ **Job Responsibilities :-** Proper up-keeping of data on various components of Mid-day Meal Programme (CMDMP) and feeding school wise data to MIS Web Portal and to assists in the implementation of various schemes for the department and to perform other duties as may be assigned by the Head of the Office.
- ❖ **Last Date of Submission :-** Application should be submitted to this office by **23-12-2014 up to 4.00 pm (except Saturday, Sunday & Govt. Holiday)**. No communication will be made from this end. All applicants, who have submitted their applications within the stipulated date & time, will have to appear before selection committee.
- ❖ **Date of Written Examination and Computer Skill Test :-** 26-12-2014 at 12.00 Noon.

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- ❖ **Enclosures :-** Attested copies of the testimonials in support of (a) Date of birth, epic and residential proof, (b) Qualifications; academic, computer and experience if any, (c) Certificate of SC/ST/OBC/Physically Challenged if applicable, (d) Two copies of recent passport size photos duly signed across by the candidate and one of which should be pasted on the application format and other enclosed.
- ❖ **Selection Procedure :-** Examination for the selection to this post will be held in three succession stage :-  
1. Written Examination, 2. Computer Skill Test, 3. Interview.
- ❖ **Some other important Points :-** a) The candidate must have a valid mobile number for communication. b) Candidates should ensure that they possess requisite qualification at the time of applying. c) Before filling up application the candidates must carefully read the instruction regarding this recruitment. Incomplete application /application not fulfilling any eligibility criteria will be rejected summarily. No communication will be entertained to the applicants in this regard. d) No applications will be received after due date and time. e) After submission of the applications to this office no request for correction/change any information in the application should be entertained by the undersigned.

The Complete application in respect of all other eligibility criteria along with the supporting documents should be submitted to the office of the undersigned on or before **23-12-2014 up to 4.00 pm (except Saturday, Sunday & Govt. Holiday)**. No application will be received by this office after the schedule date and time as mentioned in this notice.

Encl : As stated above.



**Block Development Officer  
Deganga Development Block  
Deganga, North 24 Parganas**

Date: 15/12/2014.

Memo No. 4109 (45) /Deg.

Copy forwarded for kind information and wide circulation to :

1. The District Magistrate, Barasat, North 24 Parganas.
2. The Addl. District Magistrate (Gen.), Barasat, North 24 Parganas.
3. The District Cell, CMDMP, Barasat, North 24 Parganas.
4. The Addl. Executive Officer (Zilla Parisad), North 24 Parganas.
5. The Secretary (Zilla Parisad), North 24 Parganas.
6. The District Informatics Officer, NIC, North 24 Parganas.
7. The Sub-Divisional Officer, Barasat, North 24 Parganas.
8. The Sabhapati, Deganga Panchayat Samiti.
9. The Office of the Employment Exchange, Barasat, North 24 Parganas.
- 10-31. The Block Development Officer, ..... Development Block, North 24 Parganas.
- 32-44. The Prodhan, ..... Gram Panchayat, Deganga Dev. Block, North 24 Parganas.
45. Office Copy.



**Block Development Officer  
Deganga Development Block  
Deganga, North 24 Parganas**

**APPLICATION FOR THE POST OF DATA ENTRY OPERATOR OF COOKED MID-DAY MEAL PROGRAMME  
(CMDMP) UNDER DEGANGA DEVELOPMENT BLOCK, NORTH 24 PARGANAS**

Name of Applicant :  
 Father's / Husband's Name :  
 Residential Address :  
 Date of Birth (DD/MM/YYYY) :  
 Gender (Male/Female) :  
 Category (SC/ST/OBC/PH) :  
 Nationality :  
 Contact No. :  
 E- Mail ID :  
 Languages Known :  
 Educational Qualification :

Affix a recent  
 passport size  
 photograph  
 duly  
 signed by the  
 candidate only

Examination	Board / University	Year of Passing	Total Marks	Marks Obtained	% of Marks
Madhyamik					
Higher Secondary					
Graduation					

Computer Knowledge :

Name of the Course	Institution	Course details	Grade

Professional Experience (if any) :

Name of the Organization	Experience	Job details

**Declaration:** "I do hereby declare that all the statements made in this application and all of the attested documents submitted here with are true and correct. In the event any of the information being found to be false or incorrect or any ineligibility being detected before or after the selection is made, my candidature /selection is liable to be cancelled".

Date:

Place:

\_\_\_\_\_  
 Applicant Signature

N.B. : Application must be filled in BLOCK LETTER in Black/Blue ink.