



GOVERNMENT OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
BADURIA, NORTH 24 PARGANAS
Ph. No. 03217-238462, e-mail : bdoBaduria@gmail.com

RECRUITMENT NOTICE

Applications are invited from the eligible Indian citizen in the prescribed format appended hereunder to recruit 1(one) no of Data Entry Operator of Cooked Mid-day Meal Programme(CMDMP) on contractual basis at Baduria Development Office, Baduria, 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 27/10/2014.

1. **Name of Post** : Data Entry Operator(CMDMP)
2. **Number of Post** : 1(one)
3. **Nature of the Post** : The engagement shall be on purely contractual basis.
4. **Duration** : Such engagement may be terminated at the completion of the job or at the end of the project whichever is earlier.
5. **Educational Qualification** : Graduation in any branch with certificate in computer application.
6. **Age** : As per government norms subject to minimum of 18 years as on the date of application.
7. **Professional Fees** : The engaged/appointed DEO will get professional fees at a consolidate rate of Rs.11,000/-(Eleven Thousand) per month subject to enhancement @Rs.500/-(Five Hundred) per year during first 5(Five) years and thereafter @ Rs. 600/-(Six Hundred) per year in terms of F.D's memo no-5859-F(Y),dt. 22.07.2013.
8. **Job Responsibility** : Proper upkeeping of data on various components of Midday Meal Programme(CMDMP) and feeding school wise data to MIS web Portal and all other duties as may be assigned by the head of the authority.
9. **Last date of submission of Application** : 12.12.2014 upto 4:00 pm(Except Saturday, Sunday & Govt.Holiday)
10. **Date of Examination/Interview** : 19/12/2014 at 11:00 a.m. **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 for scrutiny, technical test & interview as mentioned above.**
11. **How to apply:** Before applying candidate should ensure that he/she fulfills all the eligibility norms. Eligible candidates are requested to submit their bio-data in the prescribed format attached to this notice along with the attested copies of supporting testimonials in support of date of birth, citizenship and address proof, qualification. Two nos of recent passport size color photograph. One of which duly signed across by the candidate to be pasted on the application.

12. Some other Important Points

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- The candidate must have a valid mobile number for communication.
 - Candidates should ensure that they possess requisite qualification at the time of applying.
 - 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.
 - No applications will be received after due date and time.
 - 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 **12.12.2014 upto 4:00 p.m. (Except Saturday, Sunday & Govt. Holiday)**. No application will be received by this office after the schedule date and time as mentioned in this notice.

Don 03/12/14
Block Development Officer
Baduria Dev. Block
North 24 Parganas
Dated: 03.12.14

Memo No: *2727(50)/1*

Copy forwarded for information to:

- The District Magistrate, Barasat, North 24 Parganas
- The Addl. District Magistrate (G), Barasat, North 24 Parganas.
- The District Cell, CMDMP, Barasat, North 24 Parganas
- The Addl. Executive Officer, Barasat, North 24 Parganas
- The District Informatics Officer (DIO), Barasat, North 24 Parganas
- The Sub-Divisional Officer, Basirha Sub-Division, North 24 Parganas
- 7-27) The Block Development Officer, _____ Dev. Block
- 28) The Regional Employment Exchange, Basirhat, North 24 Parganas
- 29) The BL&LRO, Baduria Block, Baduria, North 24 Parganas
- 30) The CDPO, Baduria Block, Baduria, North 24 Parganas
- 31) The ADA, Baduria Block, Baduria, North 24 Parganas
- 32) The BLDO, Baduria Block, Baduria, North 24 Parganas
- 33) The SI of School, Baduria North Circle, Baduria, North 24 Parganas
- 34) The SI of School, Baduria East Circle, Baduria, North 24 Parganas
- 35) The SI of School, Baduria Main Circle, Baduria, North 24 Parganas
- 36) The Sabhapati, Baduria Panchayat Samity, North 24 Parganas
- 37-50) The Prodhan..... Gram Panchayat under Baduria Dev. Block.

Don 03/12/14
Block Development Officer
Baduria Dev. Block
North 24 Parganas

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

Sir,

I beg to apply for the post of Data Entry Operator of Cooked Mid-Day-Meal Programme (CMDMP) on contractual basis under Baduria Development Block and I beg to submit my particulars as per prescribed format, given below.

- Full Name (in Block letter) :
- Name of Father / Husband :
- Date of Birth :
- Sex(M/F) :
- Nationality :
- Permanent Address :
- Contact No :
- E-mail ID :

Photograph of
the Applicant
duly signed
across

• Educational Qualification

Examination	Board/Council/University	Year of Passing	Percentage

- Technical Qualification (Give attested supporting documents)

Date:

Place:

Signature of the Applicant

Acknowledgement

Application from Sri/Smt _____ has been received against the recruitment notice issued by this office vide memo no. 2727(50)/14 dated 03/12/20014 for engagement of DEO(CMDMP) without verifying the application and attached documents on _____. He/She is hereby intimated the scrutiny, technical test & interview will be held on 19/12/2014 at 11:00 a.m at the office chamber of BDO, Baduria.

Signature of receiving official