



GOVERNMENT OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
HASNABAD DEVELOPMENT BLOCK, NORTH 24 PARGANAS
Phone No. - 03217234478, Email Id - bdohasnabad@gmail.com

RECRUITMENT NOTICE

In concurrence of memorandums vide memo no 303(21)ES(CMDMP)ESTT-05/2013PT Dated 19/05/2014 & Memo No. 546-ES(CMDMP)/ESTT-07/2014 Dated 15.09.2014 of Project Director CMDMP, School Education Department, Application Form in prescribed Format is invited for engagement of Data Entry Operator of CMDPM under Hasnabad Development Block.

- 1) **Name of the Post** : Data Entry Operator of Mid-Day-Meal Programme under school Education Department Government of West Bengal.
- 2) **Nature of the Post** : Purely 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 Deptt./Officer may terminate service based on the recommendation of IT Deptt./NIC Project leader or the Project-in-charge.
- 3) **Number of vacancy** : 01 (One).
- 4) **Professional fee per month** : Rs. 11000/-. Mode of payment : After deduction of P-Tax & IT as applicable. Subject to enhancement @ Rs. 500/- (five hundred) per year during first 5(five) years and thereafter @ Rs. 600/- year in terms of F.D.'s memo no. 5859-F(Y), dt. 22.07.2013.
- 5) **Required Qualification** : 1) Graduation in any Branch. 2) Certificate in computer application (at least six month).
- 6) **Age Limit** : As per Government norms subject to minimum 21 old and maximum 40 yrs as on 01.01.2014. Upper age limit is relaxable by 5 years for SC and ST candidates of West Bengal, by 3 years for BC - A and BC - B candidates of West Bengal and upto 45 years of age for Persons with Disabilities.
- 7) **Process of Selection and Date of Examination** : Written Examination (MCQ Type) 50 Marks for 1(one Hour Duration and Date of Examination 23/12/2014 at 12.00 Noon. The selected candidates will have to face interview/Computer test at the SDO, Basirhat Level which will be communicated later.
- 8) **Last Date of Submission of Application** : 18.12.2014 upto 4.00 p.m. (except Saturday, Sunday & Govt. Haliday).
- 9) **Job Responsibility** : Proper uptaking 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.
- 10) **How to Apply** : Before applying candidate should ensure that he/she fulfills all the eligibility norms. 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, address proof and qualification. Two nos of recent passport size colour photograph, one of which duly signed across by the candidate to be pasted on the application. Application and other attached photocopies to be submitted by hand at the BDO Office, Hasnabad within 4.00 P.M. on 18/12/2014.


Block Development Officer
Hasnabad Block, North 24 Parganas

Memo No.3942(4)/HBD

Dated : 04.12.2014

Copy forwarded for kind information to :

- 1) The District Magistrate, North 24 Parganas.
- 2) The Additional District Magistrate (General), North 24 Parganas.
- 3) The Sub-Divisional Officer, Basirhat, North 24 Parganas.
- 4) The Project in charge, CMDMP, North 24 Parganas.

[Handwritten Signature]
**Block Development Officer
Hasnabad Block, North 24 Parganas**

Memo No.3942(4)/1(55)/HBD

Dated : 04.12.2014

Copy forwarded for information with a request to display it in the notice board for wide publicity.

- 1) The Savapati, Hasnabad Panchayat Samity, North 24 Parganas.
- 2-23) The B.D.O's (all Blocks), North 24 Parganas.
- 24) The Chairman, Taki Municipality, North 24 Parganas.
- 25-33) The Prodhan _____ Gram Panchayat, North 24 Parganas.
- 34) The DIO, NIC, North 24 Parganas.
- 35) The DI & CO, North 24 Parganas.
- 36) The Employment Officer, Employment Exchange, North 24 Parganas.
- 37-38) SI of School, _____ Circle.
- 39-54) The BLRO/ADSR/ADA/BMOH/CDPO/BLDO/BDMO/CI/PDO/BIO/BYO/BWO/SAE(all)/Hasnabad P.S.
- 55) Office Notice Board.

[Handwritten Signature]
**Block Development Officer
Hasnabad Block, North 24 Parganas**

Government of West Bengal
Office of the Block Development Officer
Hasnabad, North 24-Parganas

Application Form Regarding Engagement of Data Entry Operator of CMDMP

Notice No.

Closing date for receipt of Application : 18/12/2014

Roll No. :

(Space for Office use only)

Space for pasting of
recent photograph
of his/her full
signature

1. A candidate must consult the "Notice" of the job vide memo no. and then fill the prescribed Application Form correctly against all the items in his/her own hand writing with Ball Pen of Blue/Black ink and furnish required particulars/documents.
2. In case of Application is not filled in accordance with the above instruction or any of the required documents in not enclosed it will be treated as incomplete /defective and summarily rejected.

1. Name of the Candidate (in Capital Letter) :
2. Name of the father/Husband :
3. Full Address :
4. Date of Birth (as recorded in Madhyamik or equivalent school) :
5. Name of the issuing Authority of Certificate of Computer Application :
6. Duration of the course as per Computer Application Certificate :
7. Educational Qualification :-

Name of the Examination	Year of Passing	Board/University	% of Marks	Division/Class

8. Professional Qualification :
9. Work Experience (if any) :
10. Contact No. & e-mail id :
11. List of Documents Attached :

DECLARATION

I solemnly declared that (a) all attachments made in the Application are true and correct. (b) Original Documents will be produced on demand.

Date :-
Place :-

Yours faithfully

Full signature of the candidate