

Government of West Bengal
Office of the District Magistrate
North 24-Parganas.
Mid Day Meal Cell



NOTICE

In pursuance of memo No. 303 (21)- ES(CMDMP)/ ESTT - 05 / 2013^{PT} dt. 19.05.2013 read with 546 -ES (CMDMP)/ Estt. - 07 / 2014 dt. 19.9.2014 issued by the Project Director, CMDMP, School Education Deptt. Applications are hereby invited in prescribed format, from intending and eligible candidate for the Post given below :

1. Name of the Post : Data Entry Operator, CMDMP.
2. Number of the Post : 1 (One).
3. Nature of the Post : The engagement shall be temporary and on purely Contractual Basis.
4. Place of Posting: District Head Quarter, Barasat, Kolkata-700124.
5. Job responsibility : Proper up keeping of data on various components of cooked MDM programme & feeding school wise data to MIS web portal and to assists in the implementation of various schemes for the department all other duties as may be assigned by the Head of the Authority.
6. Essential qualification : Graduation in any branch with a certificate in computer application from any Govt recognised institution.
7. Age Limit :- Not more than 40 years of age as on 1st January 2015.
8. Professional Fees : 11,000/- per month after deduction of P.Tax and IT as applicable .
9. Mode of Selection : Subject to fulfilment of the criteria Selection will be done by evaluation out of 50 marks contains 3 stages as mentioned below:
 1. First Stage: Academic Merit of candidate: 25 marks in proportion to % of marks obtained by candidate [Secondary(Class 10) 5; HS 10; Graduation 10] - top 10 candidates as per merit will be selected for 2nd stage.
 2. Second Stage: Computer Test and Experience: 20 marks [15 for practical computer test; 5 for 2 years Experience in data entry from any Govt Office/Project/ Govt undertaking Office or 0 otherwise] top 3 candidates based on academic merit, computer test and Experience will be selected for interview.
 3. Third Stage: Interview: 5 MarksFinal Merit List will be prepared on the basis of marks obtained by the candidate in aggregate of First, Second and Third Stage.
10. How to apply : Application in the prescribed format may be deposited either by hand or by ordinary post, but it must be reached to the Officer in Charge, Mid Day Meal Cell, North 24 Parganas , Administrative Building, 4th Floor, Post Office - Barasat , Dist - North 24 Parganas, PIN - 700124 on or before 27.05.2015 within 3:00



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PM [Except Saturday, Sunday & Govt. Holidays] in the prescribed format along with self attested Photocopies of the following testimonials.

- a. Proof of Age(Only Birth Certificate / Madhyamik Admit card).
- b. Proof of Nationality.
- c. Proof of essential qualification.
- d. Proof of experience, if any.
- e. Two copies of recent Passport size colour photograph are required, one is to be pasted at roper place of the application proforma and another should be attached with application by jems clip.
- f. Certificate of Computer Knowledge.

Envelope containing application shall be super scribed as :

“APPLICATION FOR THE POST OF DATA ENTRY OPERATOR OF
CMDMP FOR NORTH 24 PARGANAS”

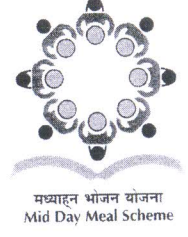
Incomplete application or application received after prescribed date shall be rejected forthwith.

- 11) Canvassing of any kind either from the part of the candidate or by any other person will cause cancellation of candidature of concerned candidate.
- 12) All the original document must be produced at the time of practical / computer efficiency test before the authority for verification otherwise the screened applicant will not be allowed to appear at the test.
- 13) If any declaration made by the applicant is proved false at any stage of selection and recruitment or even after engagement his/her candidature will summarily be cancelled or engagement would be terminated as the case may be.
- 14) Engagement shall be made for a period of one year and yearly reengagement will be made on prayer of the incumbent provided he/she can serve satisfactorily. Regarding engagement and reengagement this office can take any decision without assigning any reason.
- 15) Terms and conditions: No selected person shall have any claim for permanent employment as this is purely a temporary assignment as the Contract will be terminated at the completion of the job or at the end of the project whichever is earlier. It can also be terminated by the Head of the Department / Office on the basis of recommendations of IT Department / NIC Project Leader or the Project -in-Charge for unsatisfactory service, misconduct, etc. of the incumbent concerned.

Chairman of Selection Committee
&
Additional District Magistrate (G),
North 24 Parganas.



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No: S-23011(11)/1/2015-CMDM/117212(64)

Date: 12/05/2015

Copy forwarded for information and taking necessary action to:

- 1) The Project Director, CMDMP, School Education Department, Govt Of West Bengal.
- 2) The CEO, Barrackpore Cantonment Board, North 24 Parganas.
- 3-7) The Sub Divisional officer, Bongaon/ Basirhat/ Barasat (Sadar)/Barrackpore/ Bidhannagar Sub Division, North 24 Parganas with request to publish the notice in office notice Board..
- 8-29) The Block Development Officer,.....Block, North 24 Parganas with request to publish the notice in office notice Board.
- 30-56) The Executive Officer,..... Municipality, North 24 Parganas with request to publish the notice in office notice Board..
- 56) The Chairman, DPSC, North 24 Parganas.
- 57-58) The District Inspector of School (SE),Barasat/ Barrackpore,North 24Parganas.
- 59) The District Inspector of School (PE), North 24 Parganas.
- 60) The District Informatics Officer, National Informatics Centre, North 24 Parganas with a request to host the notice in the official website(www.north24parganas.gov.in) of this district notice Board.
- 61) The District Information & Cultural Officer, North 24 Parganas .
- 62) The Employment Officer, Employment Exchange , North 24 Parganas.
- 63) C.A to the District Magistrate, North 24 Parganas with a request to place it before the District Magistrate, North 24 Parganas for information.
- 64) C.A to the Sabhadhipati,Zilla Parishad North 24 Parganas with a request to place it before the Sabhadhipati,Zilla Parishad North 24 Parganas for information.

Chairman of Selection Committee
&
Additional District Magistrate (G),
North 24 Parganas.



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◀ **APPLICATION FORMAT** ▶

To
The Chairman of Selection Committee
&
Additional District Magistrate (G) ,
North 24 Parganas.

Sir, In response to notification No:..... dated:.....
I do hereby apply for the post of Data Entry Operator under CMDMP in North 24
Parganas Head Quarter . I do hereby furnish required information below:

“APPLICATION FOR THE POST OF -D.E.O(CMDMP).

1. NAME (IN BLOCK LETTERS) :-

2. Father's Name :-

3. Residential Address :-

VILL/ROAD: -

P.O.-

P.S -

Dist -

Pin Code -

4. Contact No. :-

5. Date of Birth :-

6. Sex :- MALE / female

7. Caste: ST/SC/OBC/GENL

7) Academic Qualification :-

Name of Exam	Board/University	Year of Passing	Division / Class	Percentages of Marks (%)

Affix Recent Passport
size colour photo



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8. Computer Qualification :-

9. Working Experience (If Any) :-

#DECLARATION :-

(I do hereby declare that the statement made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled.)

DATE :-

PLACE :-

Signature of the Applicant