Government of West Bengal
Office of the Block Development Officer
Habra-I Development Block
Habra, North 24-Parganas
Fax & Telephone No.03216-237040 ♣ E-Mail ID-bdohabra1@gmail.com, PIN-743268

Memo no.: *3602*/Hab-I   Date : 19/12/2018

NOTICE

In pursuance of Memo No. 303(21)-ES(CMDMP)/ESTT-05/2013^{PT} dt.19/05/2014 issued by the Project Director, CMDMP, School Education Deptt. Application 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 post :	The engagement shall be temporary and on purely contractual basis.
4.	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 office of the Block Development Officer, Habra-I Development Block, Habra, North 24 Parganas, Pin- 743268, on or before 30.12.2018 within 5.30 pm.
5.	Essential Qualification & Requirement :	i) **Graduate** in any stream from recognized Board/Council.
		ii) Candidate must have at least **6 month certificate** course in computer application from any recognized institute.
		iii) Candidate must be a resident of North 24 Parganas District.
6.	Age Limit :	Not more than **40 years** of age as on 01.01.2019
7.	Salary :	Rs. 11,000.00 (Eleven Thousands) only per month after deduction of P.Tax and IT as applicable.
8.	Mode of Selection :	Subject to fulfillment of the criteria selection will be done by evaluation out of **100 marks** contains 3 stage as mentioned below:
	A. First Stage :	**Total 65 marks.** (a) **15 marks (5 marks in basis of obtained marks in Madhyamik + 5 marks in basis of obtained marks in H.S. +5 marks in basis of obtained marks in graduation) + (b) Marks obtained in 50 marks written test (MCQ type, 10 marks madhyamik standard arithmetic, 30 marks current affairs, 10 marks computer related questions)**
	B. Second Stage :	Computer Test : **25 marks** **Eligible candidate from Stage A will be called for the Computer test.**
	C. Third Stage :	Interview- **10 marks.** Final merit list will be prepared on the basis of marks obtained by the candidate in aggregate of first, second and third stage.
9.	Date & Time of Test and Interview :	Written Test : 12/01/2019 Computer Test & Interview : 13/01/2019
10.	Place of Posting :	Block Development Office, Habra-I Development Block, Habra, North 24 parganas, Pin- 743268

11.	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.
12.	**Documents to be produced at the time of submission of application :**	
a.	Proof of age (only Birth Certificate/Madhyamik Admit Card)	
b.	Proof of (i) Nationality and (ii) Local Residential Proof.	
c.	Self-attested copies of Mark Sheets and certificates in support of his/her Qualification.	
d.	Proof of experience, if any.	
e.	Two copies of recent Passport size color photograph are required, one is to be pasted at proper place of the application proforma and another should be attached with application by jems clip.	
f.	Certificate of computer knowledge from any recognized institute.	
g.	The envelope containing the application should be superscripted as " APPLICATION FOR THE POST OF DATA ENTRY OPERATOR OF CMDMP FOR HABRA-I DEVELOPMENT BLOCK" and should be addressed to the Chairman of the selection Committee & Block Development Officer, Habra-I Block, Habra, North 24 parganas, Pin-743268. And should be dropped the same on or before within in a Drpo Box at Mid-Day-Meal Cell of Habra-I Development Block. Incomplete application or application received after prescribed date shall be rejected forthwith.	
13.	Canvassing of any kind either from the part of the candidate or by any other person will cause cancellation of candidature of concerned candidate.	
14.	All the original document must be produced at the time of practical/computer efficiency test before the authority for verification otherwise the authority for verification otherwise the screened application will not be allowed to appear at the test.	
15.	If any declaration made by the application is proved false at any stage of selection and recruitment would be terminated as the case may be.	
16.	Engagement shall be made for a period of one year and yearly reengagement will be made on prayer of the incumbent provide he/she can serve satisfactory. Regarding engagement and reengagement this office can take any decision without assigning any person.	
17.	Terms and conditions : No selected person shall have any clime for permanent employment as this is purely a temporary assignment as the contact 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.	

Block Development Officer
Habra-I Development Block
Habra, North 24-Parganas

Memo No: _3602_/(14)/1/Habra1   Dated: 19/12/2018

Copy forwarded for information and wide publicity;

1. The District Magistrate, MDM Section, North 24 Parganas.
2. The Savapati, Habra – I Panchayat Samity.
3. The Prodhan, _____ Gram Panchayat.
4. The District Information Officer, NIC, North 24 Parganas.
5. The District Information and Cultural Officer, North 24 Parganas.
6. The Employment Officer, Employment Exchange, North 24 Parganas.
7. The SI of School, Habra & Banipur Circle, for informing all Educational Institution for publicity.

8-14. The BLRO/ ADSR / ADA / BMOH / CDPO / BLDO /IC Habra PS.

Block Development Officer
Habra-I Development Block
Habra, North 24-Parganas

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APPLICATION FORM FOR DATA ENTRY OPERATOR UNDER CMDMP IN HABRA-I DEVELOPMENT BLOCK

(Please fill-up application in CAPITAL LETTERS IN OWN HAND WRITING With Black/Blue ball point)

(Employment Notification No.)

1. Name of the Applicant :

Self Attested Passport Size recent Color Photograph

2. Fathers Name

3. Date Of Birth

4. Age (As on 01/01/2019) :   Year _____   Month _____   Date _____

5. Gender: Male [ ]   Female [ ]

6. Present Address/ Postal Address:

7. Permanent Address:

8. Category : GEN [   ] SC [   ] ST [   ] OBC-A [   ] OBC-B [   ]

9. Telephone /Mobile   No.

10. E-Mail ID : _____

11. Educational Qualification:-

Sl No.	Examination Passed	Year of Passing	Board/Council/University	Total Marks	Marks Obtained	Division/Class	% of Marks
a							
b							
c							
d							

12. Computer Literacy:

Sl No.	Examination Passed	Year of Passing	Board/Council/University	Total Marks	Marks Obtained	Division/Class	% of Marks
a							

13. Experience if any:

14. Voter ID (EPIC) No:

15. Enclosures: (Please [✓])
1. Voter ID Card [   ] 2. Admit Card / Certificate of Madhyamik or equivalent [   ] 3. Mark sheet of Madhyamik or its equivalent [   ] 4. Mark sheet of Higher Secondary (WBCHSE) Or its equivalent [   ] 5. Marksheet of Graduation Certificate [   ] 6. Proof of Experience [   ] 7. Cast Certificate [   ] 8. Proof of Residence [   ] 9. Experience Certificate [   ] 10. Others [   ]

I hereby declare that the entire documents and all the information submitted in this application form are true and best of my knowledge. I understand that if any of the information is found wrong, my application is stand cancelled and criminal action will be taken against me.

Date:-

_____
Full Signature of the Applicant

Place:-

Application must be reach at the office of the Block Development Officer, Habra-I Development Block, Habra, North 24 Parganas, Pin-743268, on or before 30/12/2018 within 5.30 pm.