

Government of West Bengal
Office of the Block Development Officer, Bongaon
P.O. - Kutibari, Dist. - North 24 Parganas, PIN - 743 235

(e-mail : bongaonbdo@gmail.com)

Contact No. : 9434159303

No. : 2998/Block/CMDMP/2014

Date : 11/12/2014

NOTICE

In pursuance of Memo. No. 303(21)-ES(CMDMP)/ESTT-05/2013^{PI} Dated : 19.05.2014 read with 546-ES (CMDMP)/ESTT-07/2014 Dated : 15.09.2014 issued by the Project Director, CMDMP, School Education Department, applications are hereby invited in prescribed format, from intending & eligible candidate for the post given below :-

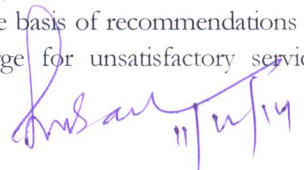
- 1) Name of the Post : **Data Entry Operator (DEO) of Cooked Mid-Day Meal Programme (CMDMP) on Contractual Basis for Bongaon Development Block, North 24 Parganas.**
- 2) Number of the Post : **1 (One)**
- 3) Nature of the Post : **The engagement shall be on purely Contractual Basis.**
- 4) Job Responsibility : **Proper up-keeping of data on various components of Cooked Mid-Day Meal Programme (CMDMP) and feeding School wise data to MIS web-portal namely "www.trgmdm.nic.in" and all other duties as may be assigned by the head of the authority.**
- 5) Essential Qualification : **Graduation in any Branch with Certificate in Computer Application from any Recognised Institution.**
- 6) Age : **18 years to 40 years as on 01/01/2015.** For SC/ST Candidates the upper limit is relaxed upto 45 years and for OBC/PH Candidates it is upto 43 years in terms of Finance Department, vide Notification No. 11653-F (P) Dated : 30.12.2011.
- 7) Professional Fees : **₹ 11,000/- per month** after deduction of P. Tax and IT as applicable. Subject to enhancement @ ₹ 500/- per year during first 3 (Three) years and thereafter @ ₹ 600/- per year. Payments will be made against Budget Provisions of MME Fund under Cooked Mid-Day Meal Programme.
- 8) Mode of Selection : **Subject to fulfillment of the criteria, candidate will be selected on the basis of Marks in Graduation + Marks obtained in viva-voce.**
Initially a short-list of 100 (One Hundred) candidates will be prepared on the basis of Percentage of Marks in Graduation. Those listed candidates will be called for 'Computer Test' and 'Viva-Voce'.
- 9) How to Apply : **Application may be deposited either by 'Hand' or by 'Post', but it must be reached to the Chairman of Selection Committee & Block Development Officer, Bongaon, P.O. - Kutibari, Dist. - North 24 Parganas, PIN - 743 235 on or before 4:00 P.M. on 22/12/2014 [Except Saturday, Sunday & Govt. Holiday] in the prescribed format along with self attested photocopies of the following testimonials :-**
 - i) Proof of Age,
 - ii) Proof of Nationality,
 - iii) Proof of Essential Qualification,
 - iv) Proof of Experience, if any, and
 - v) 2 (Two) Copies of recent Passport Size Colour Photograph.

Envelope containing application shall be super-scribed as :

"APPLICATION FOR THE POST OF DATA ENTRY OPERATOR OF CMDMP ON CONTRACTUAL BASIS FOR BONGAON DEVELOPMENT BLOCK, NORTH 24 PARGANAS"

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

- 10) Terms and Conditions : **As per Finance Department Memorandum No. 5859-F(Y) Dated : 22/07/2013, 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.**

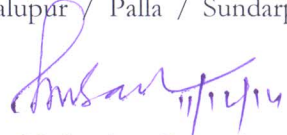

**Chairman of Selection Committee
&
Block Development Officer
Bongaon Development Block
North 24 Parganas**

Memo. No. : 2998/1(60)/Block/CMDMP/2014

Date : 11/12/2014

Copy forwarded for information and wide publicity to the :-

- 1) Additional District Magistrate (General), North 24 Parganas.
- 2) Additional District Magistrate (Development), North 24 Parganas.
- 3) Additional District Magistrate (Treasury), North 24 Parganas.
- 4) Additional District Magistrate (Land & Land Reforms), North 24 Parganas.
- 5) Secretary, North 24 Parganas Zilla Parishad, North 24 Parganas.
- 6) Sub-Divisional Officer, Bongaon Sub-Division, North 24 Parganas.
- 7) Officer-in-Charge, District Cooked Mid-Day Meal Programme Cell, North 24 Parganas.
- 8) District Informatics Officer, National Informatics Centre, North 24 Parganas with a request to publish this Notice along with prescribed Format for Application in www.north24parganas.gov.in.
- 9) Sub-Divisional Information & Cultural Officer, Bongaon Sub-Division, North 24 Parganas with a request to publish this Notice along with prescribed format for Application in the local News Papers.
- 10-30) Block Development Officer, Amdanga / Barasat-I / Barasat-II / Deganga / Habra-I / Habra-II / Rajarhat / Barrackpore-I / Barrackpore-II / Baduria / Basirhat-I / Basirhat-II / Haroa / Hasnabad / Hingalganj / Minakhan / Sandeshkhali-I / Sandeshkhali-II / Swarupnagar / Bagdah / Gaighata Development Block, North 24 Parganas.
- 31) Employment Exchange Officer, Bongaon, North 24 Parganas with a request to take necessary action for publication of this Notice through Employment Bank.
- 32) Inspector-in-Charge, Bongaon Police Station, North 24 Parganas.
- 33) Officer-in-Charge, Gopalnagar Police Station, North 24 Parganas.
- 34) Block Medical Officer of Health, Bongaon, North 24 Parganas.
- 35) Block Live Stock Development Officer, Bongaon, North 24 Parganas.
- 36) Assistant Director of Agriculture, Bongaon, North 24 Parganas.
- 37-40) Sub-Inspector of Schools (Primary Education), Bongaon-I / Bongaon-II / Gopalnagar / Nahata Circle, North 24 Parganas.
- 41) Block Land & Land Reforms Officer, Bongaon, North 24 Parganas.
- 42) Block Youth Officer, Bongaon, North 24 Parganas.
- 43) Child Development Project Officer, Bongaon, North 24 Parganas.
- 44) Sabhapati, Bongaon Panchayat Samity, North 24 Parganas.
- 45-60) Proadhan, Akaipur / Bairampur / Chhoygharia / Chowberia-I / Chowberia-II / Dharmapukuria / Dighari / Ganganandapur / Ganrapota / Ghatbaor / Gopalnagar-I / Gopalnagar-II / Kalupur / Palla / Sundarpur / Tangra Gram Panchayat, Bongaon, North 24 Parganas.


Chairman of Selection Committee
&
Block Development Officer
Bongaon Development Block
North 24 Parganas

APPLICATION FORMAT

To
The Chairman of Selection Committee
&
Block Development Officer, Bongaon
P.O. - Kutibari, Dist. - North 24 Parganas, PIN - 743 235

Paste recent Passport Size Colour Photograph

Sub : Application for the Post of Date Entry Operator of Cooked Mid-Day Meal Programme
on Contractual Basis for Bongaon Development Block, North 24 Parganas.
Ref. : Advertisement Notice vide No. : 2998/Block/CMDMP/2014 Date : 11/12/2014.

Sir,

I intend to present myself as a candidate for the post of Date Entry Operator (DEO) of Cooked Mid-Day Meal Programme on Contractual Basis for Bongaon Development Block, North 24 Parganas. My detailed particulars is given below :-

- 1) Name of the Candidate (in Capital Letters) : _____
- 2) Father's / Husband's Name (in Capital Letters) : _____
- 3) Permanent Address (in Capital Letters) : _____
Village : _____ Post Office : _____
Block : _____ Sub-Division : _____
District : _____ PIN Code : _____
- 4) Correspondence Address (in Capital Letters) : _____
Village : _____ Post Office : _____
Block : _____ Sub-Division : _____
District : _____ PIN Code : _____
- 5) Date of Birth : ____/____/____ [DD/MM/YYYY] 6) Sex : _____
- 7) Nationality : _____ 8) Contact No. : _____
- 9) Academic Qualification (Graduation onwards) :
- | Examination Passed | University | Year of Passing | % of Marks Obtained
(Without Additional Subject) |
|--------------------|------------|-----------------|---|
| | | | |
| | | | |
| | | | |
- 10) Professional Qualification : _____

- 11) Experience, if any : _____

DECLARATION

I solemnly declare that the particulars given above are true and correct to the best of my knowledge and belief. If at any time any of them are found false or incorrect, I shall be liable to be punished under the law.

Place : _____

Date : ____/____/____

Full Signature of the Candidate

List of documents enclosed :

- (1) 2 (Two) copies of recent Passport Size Colour Photograph,
- (2) Self Attested Photocopies of Proof of the (i) Age, (ii) Nationality, (iii) Academic Qualification, (iv) Professional Qualification, (v) Experience, if any.