



Government of West Bengal
Office of the Block Development Officer
Rajarhat Development Block
North 24 Parganas

EMPLOYMENT NOTICE

Applications are invited for 1 (one) Block Level Data Entry Operator on contractual basis for Mid Day Meal Program, under School Education Department.

1. **Name of the post:** Data Entry Operator.
2. **Employment Type:** The engagement shall be purely temporary and on contractual basis and may be terminated at the completion of the job or at the end of the project whichever is earlier or if the performance of the personnel is found to be not satisfactory.
3. **Qualification:** The candidate shall; a) Be a citizen of India as defined in part II of the constitution of India. b) Have Graduation degree in any Branch from any University. c) Have at least 6 (SIX) months formal training with certificate in Computer Application from a recognized or affiliated Institution. d) Have a minimum speed of Data Entry of 6000 key depression per hour with minimal flaws.
4. **Age:** Not more than 37 years of age as on 1st January 2014. 5 years, 3 years and 8 years relaxation for SC/ST, OBC and Physically Challenged candidates respectively.
5. **Consolidated Salary:** Fixed consolidated professional fee of ` 11,000/- per month. Enhancement of ` 500/- per year for first 5 (five) years and thereafter ` 600/- per year.
6. **Job Responsibilities:** To assist in the implementation of various schemes for the department and to perform other duties as may be assigned by the head of the office.
7. **Last Date of Submission:** Application should be submitted to this office 23-12-2014.
8. **Date of Examination / Interview:** Dates will be informed to the shortlisted candidates.
9. **Enclosures:** Attested copies of the testimonials in support of (a) Date of birth, epic and residential proof. (b) Qualifications; academic, computer and experience if any. (c) Certificate of SC/ST/OBC/Physically Challenged if applicable. (d) Two copies of recent passport size photos duly signed across by the candidate and one of which should be pasted on the application format and other enclosed.
10. **Selection Procedure:** Selection will be made on the basis of Marks obtained from Written Test of GK and computer knowledge, Computer Test and interview.

Copy forwarded for information and wide publicity;

Memo No... 2222(21)/RHT

Dated: 15/12/2014

1. The District Magistrate, MDM Section, North 24 Parganas.
2. The Additional District Magistrate (G), North 24 Parganas.
3. The Sub Divisional Officer, Barasat, North 24 Parganas.
4. The Savapati, Rajarhat Panchayat Samity.
5. The Chairman, Rajarhat Gopalpur Municipality.
6. The Prodhan, _____ Gram Panchayat.
7. The District Information Officer, NIC, North 24 Parganas.
8. The District Information and Cultural Officer, North 24 Parganas.
9. The Employment Officer, Employment Exchange, North 24 Parganas.
10. The SI of School, Rajarhat & Rajarhat West Circle, for informing all Educational Institution for publicity.
11. The BLRO/ ADA / BMOH / CDPO / BLDO / Rajarhat PS.


Block Development Officer &
Executive Officer
Rajarhat Development Block

**Application format for the post of contractual Data Entry Operator, Mid Day Meal
under Rajarhat Development Block, North 24 Parganas**

Name :

Contact No. :

Personal Details

Photograph of
the Applicant
duly signed
across

Father's Name	:	
Address	:	
E-mail ID	:	
Date of Birth	:	
Caste	:	
Physically Challenged(Yes/No)	:	
Nationality	:	

Educational Qualification

Examination Passed	University/Board	Stream	Year	Percentage of Marks
Madhyamik or Equivalent				
Higher Secondary or Equivalent				
Graduation				

Professional Knowledge

Name of the Course	Institution	Course details	Percentage of Marks

