



**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**

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 1<sup>st</sup> January 2014. 5years, 3years 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 assists 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 by **11-12-2014 (excluding holidays)**.
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, computer knowledge and interview.

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

Name :

Contact No. :

**Personal Details**

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

Photograph of  
the Applicant  
duly signed  
across

**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

**Experience**

<b>Name of the Organization</b>	<b>Total Experience</b>	<b>Job Details</b>

**Any other Information :**

**Declaration:** I have applied for one block only i.e. for \_\_\_\_\_ block and in the event it is found I have applied for more than one block my candidature is liable for cancellation.

**Date :**

**Signature of the Applicant.**

**N.B. Application must be filled in BLOCK LETTER in Black / Blue ink.**