



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

