

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 :-

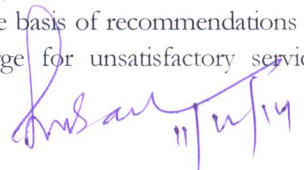
- 1) Name of the Post : **Data Entry Operator (DEO) of Cooked Mid-Day Meal Programme (CMDMP) on Contractual Basis for Bongaon Development Block, North 24 Parganas.**
- 2) Number of the Post : **1 (One)**
- 3) Nature of the Post : **The engagement shall be on purely Contractual Basis.**
- 4) Job Responsibility : **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**

