



Government of West Bengal
Office of the Sub-Divisional officer
Basirhat , North 24- Parganas
(Mid Day Meal Section)

NOTIFICATION

In pursuance of memo No S-23011(11)/2/2012-CMDM/139794(55) dt 16.03.2017 issued by the Office of the District Magistrate (Mid Day Meal Cell) , North 24 Parganas. 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 Post : 02 (Two).
3. Nature of the Post : The engagement shall be temporary and on purely Contractual Basis.
4. Place of Posting : Basirhat and Baduria Municipality(Posting may be given at any of the offices).
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 (at least one year) in computer application from any Govt recognized institution. Experience in data entry from any govt recognized institution will be given preferable.
7. Age Limit:- Not more than 40 years of age on 01 January 2017.
8. Professional Fees: Rs 11,000/- per month (deduction of P. Tax and IT as applicable).
9. Mode of Selection : Subject to fulfillment 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 20 candidates as per merit will be selected in 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]and interview 5 marks.Final Merit List will be prepared on the basis of marks obtained by the candidate in aggregate of First & Second 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 office of the Sub Divisional Officer, Basirhat, North 24 Parganas, Pin – 743411 on or before 28.04.2017** with in 3.00 PM[Except Saturday,Sunday & Govt Holidays] in the prescribed format alongwith self attested Photocopies of the following testimonials.
 - a. Proof of Age (Only Birth Certificate/Mdhyamik Admit Card).
 - b. Proof of Nationality.
 - c. Proof of essential qualification.
 - d. Proof of experience, if any.
 - e. Two copies of recent Passport size colour photograph are required, one is to be pasted at proper place of the application proforma and another should be attached with application by jems clip.
 - f. Certificate of Computer Knowledge.

Envelope containing application shall be super scribed as

'APPLICATION FOR THE POST OF DATA ENTRY OPERATOR OF CMDMP FOR BASIRHAT/BADURIA MUNICIPALITIES NORTH 24 PARGANAS'

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

11. The short listed candidates on the merit of Academic Qualification numbers/score will be informed about second stage Computer Test/Interview through post(in case Mobile No & e mail id is given information will be percolated through phone call or mail also. Last date submission of application by post or by hand on 28.04.2017. Date of Computer Test and Interview for selected candidate will be on 05.05.2017.
12. Canvassing of any kind either from the part of the candidate or by any other person will cause cancellation of candidature of concerned candidate.
13. All the original document must be produced at the time of practical/computer efficiency test before the authority for verification otherwise the screened applicant will not be allowed to appear at the test.
14. If any declaration made by the applicant is proved false at any state of selection and recruitment or even after engagement his/her candidature will summarily be cancelled or engagement would be terminated as the case may be.
15. Engagement shall be made for a period for one year and yearly reengagement will be made on prayer of the incumbent provided he/she can serve satisfactorily. Regarding engagement and reengagement this office can take any decision without assigning any reason.
16. Terms and conditions: No selected person shall have any claim for permanent employment as this is purely a temporary assignment as 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.



Mermo No

637(22) / Con

Sub - Divisional Officer
Basirhat, North 24 Parganas

Dated 17/04/2017

Copy forwarded for information and necessary action to :-

- 1) The District Magistrate, North 24 Parganas, Barasat for favour of kind information.
- 2) The Additional District Magistrate (G), North 24 Parganas, Barasat for favour of kind information.
- 3) The Sub- Divisional Police Officer, Basirhat for information and wide publicity.
- 4) The officer –in-Charge, District MDM Cell , Office of the Dist. Magistrate, North 24 Parganas, Barasat for kind information and wide publicity.
- 5-14) The Block Dev. Officer (all) for information and wide publicity.
- 15-17) The Chairman, Basirhat/Baduria/Taki Municipality for information and wide publicity.
- 18) The Sub-Divisional Information & Cultural Officer. Basirhat for information and wide publicity.
- 19) Postmaster, Basirhat Head PO.
- 20) Station Master, Basirhat Railway Station.
- 21-22) Office Notice Board/District Web-Site.

Sub - Divisional Officer
Basirhat, North 24 Parganas

APPLICATION FORM FOR ENGAGEMENT TO THE POST OF "CONTRACTUAL DATA ENTRY OPERATOR" UNDER COOKED MID-DAY-MEAL PROGRAMME AT BASIRHAT/ BADURIA MUNICIPALITY.

To
The Chairman of Selection Committee
&
Sub-Divisional Officer, Basirhat

Affix a
recent
passport
size
photograph

Sir,

I beg to apply to the post of "Data-Entry Operator" under Cooked Mid-Day-Meal Programme (CMDMP) on purely contractual basis at Basirhat/ Baduria Municipality and I beg to submit as prescribed format are given below:

1. Name of the Candidate (in block letter) :
2. Fathers Name :
3. Permanent Address (in block letter) :

4. Date of Birth :
5. Nationality :
6. Sex (Male/Female) :
7. Category (SC/ ST/OBC/ PH) :
8. Mobile No.& email ID :
9. Academic Qualification :

Sl No.	Examination Passed	Board/Council/ University	Total Marks	Marks Obtained	% of marks	Remarks

10. Professional Qualification :
11. Working Experience (if any) :

I declare that the particulars given above are true and correct to the best of my knowledge and belief. If my information being found false my candidature is liable to be cancelled at any stage without any further communication to me.

Yours faithfully,

Place:

Date:

Signature of the Candidate