



Government of West Bengal
Office of the Sub-Divisional Magistrate
Kalyani, Nadia
MDM Section

NOTIFICATION

Notification is hereby issued in terms of memo. No. 303(21) ES(CMDMP) /ESTT /05/2013 dated 19.05.2014 of the PD, CMDMP, School Education Department, Govt. of West Bengal for engagement of the Data Entry Operators on contractual Basis under CMDMP for the under mentioned municipalities in the following scale.

Sl. No.	Name of the Municipalities	No. of the post of DEO	Professional fees per month
1.	Kalyani Municipality	1(one)	Rs. 11,000/- per month subject to enhancement Rs. 500/- per year during five years and thereafter @ Rs. 600/- per year in terms of F.D.'s memo. No. 5859F(Y) dated 22.07.2013.
2.	Gayeshpur Muinicipality	1(one)	
3.	Chakdaha Municipality	1(one)	

Eligibility:

- **Educational Qualification:-** Graduation in any branch with certificate in computer application from the Govt. recognized institution.
- **Age:-** Maximum 40 years as on 01.01.2015 for General candidates; relaxable by 3 years for the OBC/PH candidates and 5 years for the SC/ST candidates.

Selection procedure:

1. To be applied to the S.D.O. cum Chairperson of the Municipality Level Selection Committee, Kalyani as per proforma enclosed. Application is to be furnished specific Municipality wise. A single candidate shall apply for only one post as above. If anybody applies for more than one post his candidature will be rejected for all the posts. The form either to be downloaded from the following website – www.nadia.nic.in or collected from this office and office of the Municipalities as above.

Following self attested photo copies of the documents are to be attached with the application:-

- I. Admit Card of Madhyamik for age proof.
- II. Mark sheets of all qualifications to Graduate level.
- III. Certificate of Computer Application.
- IV. Experience certificate in the Computer related work.
- V. SC/ST/OBC-A/ OBC-B/PH Certificate.

Applications will be received in the Development Section, Ground floor of Administrative Building, S.D.O., Kalyani on all working days from 10.30 a.m. to 5.00 p.m. after entry in register against receipt. No Application in post will be received and entertained.

Last date of application: 07.08.2015.

If the total number of applications is equal to and below 10 per Municipality, the candidates will be called for computer proficiency test directly.

If the total number of applications is more than 10, short listing of candidates will be made on the basis of marks obtained in Madhyamik (25% weightage), Higher Secondary (30% weightage), Graduation (35% weightage), Experience of computer related work in any institution Private/Public body (10% weightage). The shortlisted candidates will be called for computer proficiency test.

Final Panel will be prepared as per marks obtain ion in computer proficiency test which include English Typing (15 marks), Bengali Typing (15 marks), Excel with formula (20 marks), Internet test (10 marks).

Condition:-

- 1) The DEOs so engaged by the Selection Committee will be for a period of one year or less subject to renewal of contract on monthly or yearly basis by the Head of Deptt./Office.
- 2) Financial implication for payment professional fees to the DEOs will proceed against the Budget Provision of Management Monitoring and Evaluation (MME) fund under Mid-day Meal Programme.
- 3) Monthly professional fees shall be drawn as per format issued by the Financial Deptt. vide memo 5859F(Y) dated 22.07.2013 (copy enclosed).

Contd.....P/2

Application for Data Entry Operator(DEO), Cooked Mid-day Meal Programme 9CMDMP)
for _____ Municipality

Ref: Notification No. 1515(12)/MDM/KLY dated 17.07.2015

To
The S.D.O. cum Chairperson
Municipality Level Selection Committee,
Kalyani, Nadia.

Paste a recent
passport size
signed
photograph

Sir,

I beg to apply for the post of DEO of CMDMP of _____ Municipality.
(Mention only one Municipality)

My particulars are furnished below:

1. Full name (in block letters) :
2. Name of father/husband :
3. Date of birth :
4. Sex :
5. Nationality :
6. Permanent Address :

7. Present Address :

8. SC/ST/OBC-A/ OBC-B :
9. Physically Handicapped (Yes/No) :
10. Educational Qualification :

Sl. No.	Name of the Examination	Total marks	Marks obtained	Percentage of marks obtained
1.	M.P. (10 TH Level)			
2.	H.S. (10+2)			
3.	Graduation Level			

11. Computer application Certificate (Yes/No) :
12. Experience, if any :

DECLARATION

I, Sri /Smt. _____ hereby declare that

- (a) all statements made in this application are true, complete and correct to the best of my knowledge & belief & in the event of any information being found false, my candidature is liable to be cancelled.
- (b) I have applied for only one post in the notification above.
- (c) [only for candidates engaged under Govt./PSU], I have obtained no objection certificate from my authority in written.

* strike out the portion(c), if not applicable.

Date :
Place :

Yours faithfully,

Enclosure:

- I. Admit Card of Madhyamik for age proof.
- II. Mark sheets of all qualifications to Graduate level.
- III. Certificate of Computer Application.
- IV. Experience certificate in the Computer related work.
- V. SC/ST/OBC-A/ OBC-B/PH Certificate.

(Signature of the applicant)

- 4) Such engagement may also be terminated at the completion of the job or at the end of the project whichever is earlier.
- 5) The engagement also be terminated by the Head of Deptt./Office on the basis of recommendation of the IT Dept./NIC project Leader of the project in charge for unsatisfactory service, misconduct etc. of the incumbent concerned.



**S.D.O. cum Chairperson of
Municipality Level Selection Committee
Kalyani, Nadia**

Memo. No. 1515(12)/MDM/KLY

Date: 17/07/2015

Copy forwarded for information to:

1. The District Magistrate, Nadia (CMDMP Cell), Krishnagar, Nadia.
2. The DIO, NIC, Nadia, with a request to upload the notification along with form in the district Website.
- 3-5. The Chairperson, Kalyani / Gayeshpur/ Chakdaha Municipality.
- 6-8. The Executive Officer, Kalyani / Gayeshpur/ Chakdaha Municipality.
9. The Jt. Director, Employment Exchange, Kalyani for giving a notice in the Employment Bank.
- 10-11. The Block Development Officer, Chakdaha / Haringhata Block.
12. The S.D.I.C.O., Kalyani, Nadia for arranging to publish the notification in two local news paper immediately. A scroll in the local cable network shall also be published by him.



**S.D.O. cum Chairperson of
Municipality Level Selection Committee
Kalyani, Nadia**