



**GOVERNMENT OF WEST BENGAL**

OFFICE OF THE DISTRICT MAGISTRATE

&

DISTRICT PROGRAMME COORDINATOR, NADIA

MGNREGA Cell, Nadia

Administrative Building (1<sup>st</sup> Floor), Krishnagar, Nadia

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Memo No. 630 /MGNREGA

Dated: 16/08/2013

**NOTICE**

In pursuance of order no. 4047-RD (Estt.)/PAC/18E-1/2006 dated 15<sup>th</sup> June 2007 of Department of Panchayat & Rural Development, Government of West Bengal, application are invited in prescribed proforma from eligible Indian citizens for contractual engagement to the post as mentioned below, initially for one year in the District of Nadia for data entry and other activities in MGNREGA.

**NAME OF POSTS AND OTHER DETAILS**

Sl. No.	Name of Post	Number of Post	Consolidated Salary	Required Educational qualification and experience
1.	Computer Assistant (Krishnaganj Block)	1	11,000/-	Passed Higher Secondary with 6 months format training of Computer from a recognized Institute and a minimum speed of data entry 6000 key depression per hour.

**Age limit of the candidate will be 18-40 yrs, as on 1<sup>st</sup> January, 2013.**

**Selection will be made based on Waking Interview And computer aptitude test**

Desiring candidates fulfilling the above criteria should attend the walking interview with BIO-Data in prescribed proforma (with recent colour photographs of the candidate) along with necessary documents, in support of educational qualification, experience, place of residence etc. Candidates are requested to report at the MGNREGA Cell Nadia Collectorate at 09.30 A.M without fail on 29.08.2013.

**Last date of submission of Application form in prescribe format: 26.08.2013**

**Walking Interview: 29.08.2013**

**Computer Aptitude Test will commence at: 11.00 A.M. and onwards.**

District Magistrate  
&

District Programme Coordinator  
NREGA/WBREGS, Nadia

**APPLICATION FORMAT FOR THE POST OF \_\_\_\_\_**

[Candidates shall fill in the application form in CAPITAL LETTER. Certificate of educational qualification, age-proof and residential status shall accompany the application format].

**To  
The District Magistrate  
&  
District Programme Coordinator  
MGNREGA, Nadia**



Sir,

I would like to apply for the post of \_\_\_\_\_

My particulars are given below:-

1. Name : \_\_\_\_\_
2. Father/Husband's Name : \_\_\_\_\_
3. Residential Address : \_\_\_\_\_  
: \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Educational Qualification  
(attested photo copies to be attached) : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
6. Qualification on computer application:  
(attested photo copies to be attached) \_\_\_\_\_
7. Whether He/She is a voter of any Assembly Constituency: **YES/NO**
8. If yes, attach attested photo copies EPIC

I do hereby undertake that the particulars furnished above are true to the best of my knowledge and belief. If any of the particulars supplied is found wrong at any stage of engagement, my candidature will be cancelled forthwith. Copies of the testimonials are attached, as asked for.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

\_\_\_\_\_  
(Signature of applicant)