

Government of West Bengal
Office of the Sub-Divisional Officer, Sadar
PO-Krishnagar, Dist-Nadia

NOTICE

Applications are hereby invited for the post of Data Entry Operator (DEO) on contractual basis under cooked Mid-Day-Meal Programme (CMDMP) for Krishnagar Municipality and Nabadwip Municipality. The applications to be addressed to the SDO Sadar, Nadia and to be dropped in drop box which will be kept at the office of SDO Sadar, Nadia from **10/11/2014 to 24/11/2014 (upto 3 PM)**

Application may be made by eligible candidates residing in the concerned Municipality area in plain paper along with self-attested photocopies of:

- Mark sheet of Graduation Course
- Certificate in computer application
- EPIC Card
- Proof of Age.
- Residential certificate of the Municipality
- Two set of photographs.
- Biodata in prescribed format.

The last date of submission of application in the drop box is 24/11/2014 upto 3:00 PM

Name of the Post	No of post	Required Qualification	Age limit	Professional fees per month	Mode of Payment
Data Entry Operator(DEO)	01(One)- Krishnagar Municipality 01(One)- Nabadwip Municipality	Graduation in any branch with certificate in computer application	As per Extant Govt. Rule	Rs. 11000/-	After Deduction non P.TAX & IT AS applicable

Top 10 (ten) Candidates shall be short listed on the basis of Marks obtained in Graduation Course and shall be called for interview, the date of which shall be intimated subsequently.

Engagement will be made for a period of one year or less subject to renewal of contract on monthly or yearly basis by the Head of the Department / Office. Such engagement may be terminated at the completion of the job or at the end of the project whichever is earlier. The engagement may also be terminated by the Head of Department / Office on the basis of recommendation of IT Deptt. / NIC project leader or the Project in Charge for unsatisfactory service, misconduct etc. of the incumbent concerned.

Candidates must reside within the jurisdiction respective municipality.

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**Sub-Divisional Officer,
Sadar, Krishnagar, Nadia**

Memo No: 3689(11)-S(con)

Dated: 07/11/2014

Copy forwarded for information to:

- 1) The District Magistrate, Nadia (Cooked Mid-Day-Meal Cell), Krishnagar, Nadia
- 2-6) The Principal, Krishnagar Govt. College/D.L. Roy College/ Krishnagar Women's College/ BPC Institute of Technology / Nabadwip Vidyasagar College
- 7) The Joint Director, Employment, Nadia
- 8) The District Informatics Officer, NIC, Nadia to display in the website
- 9) The Chairman, Krishnagar Municipality, for information and wide circulation
- 10) The Chairman, Nabadwip Municipality, for information and wide circulation
- 11) Notice Board of SDO, Sadar

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**Sub-Divisional Officer,
Sadar, KRishnagar, Nadia**

**Application for Data Entry Operator (DEO), Cooked-Mid Day Meal Programme
(CMDMP) for Krishnagar Municipality / Nabadwip Municipality**

Affix recent
passport size
photograph

Name:

Father/Husband Name:

Permanent Address:

Date of Birth (dd/mm/yyyy):

Gender:

Nationality

Academic Educational Qualification:

Marks obtained in Graduation with percentage:

Computer Educational Qualification:

Marital Status:

Mobile No.:

DECLARATION

I, _____ hereby declare that the particulars furnished by me in this application are true to best of my knowledge and belief. In the case any information found to be incorrect, my candidature shall liable to be rejected.

Date :

Place:

(Full Signature of the Applicant)

Enclo.:

1. Self Attested photocopy of proof of age.
2. Self Attested photocopy of Mark sheet of Graduation Course.
3. Self Attested photocopy of Computer Education Qualification
4. Self Attested photocopy of Photocopy of EPIC
5. Self Attested photocopy of Residential certificate.