



**Government of West Bengal**  
**Office of the Block Development Officer**  
**Tehatta-I, Nadia.**

Memo No. 3496

Date: - 08/12/2014

**N\_O\_T\_I\_C\_E**

In pursuance of order no 480(21)/CMDMP dated-17-10-2014 of The District Magistrate, Nadia, CMDMP Cell, application are invited for the post of Data Entry Operator (DEO) on Contractual basis from the Indian Citizen in the prescribed format. Candidate will be selected on the basis of academic qualification and efficiency in Computer test/Viva-voce and experience if any. The engagement may also be terminated by the Head of Deptt./Office for unsatisfactory service, misconduct etc. of the incumbent concerned.

Name of the Post	No of Post	Required qualification	Age Limit	Professional fees per month	Mode of Payment
Data Entry operator(DEO)	01(One)	Graduation in any branch with certificate in Computer Application	As per extant Govt. Rules	Rs 11000/-	After deduction of P-Tax & IT Applicable.

Incomplete application or application received after last date & time shall be summarily rejected. Application must reach to the office of the undersigned within the **closing date i.e the 23.12.2014** during office hours. Candidate shall have to submit application in the Drop Box kept in Mid-Day Meal Section of the Block.

**Mode of engagement**

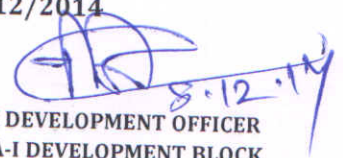
**Tenure of engagement**

**Date of Written test/Computer Test/ Viva- Voce**

**:Contractual Basis**

**:As per Departmental Order**

**:30/12/2014**

  
BLOCK DEVELOPMENT OFFICER  
TEHATTA-I DEVELOPMENT BLOCK

Date:08.12.2014

Memo No: 3496/01(19)

**Copy forwarded for information to:**

1. The District Magistrate, Nadia, (Cooked Mid-Day-Meal Cell), Krishnagar, Nadia.
2. The Additional District Magistrate (General), Nadia, Krishnagar, Nadia.
3. The Sub Divisional Officer, Tehatta Sub-Division, Nadia.
4. The District Informatics Officer (NIC), Nadia, Krishnagar, Nadia with a request to upload at District website.
5. The S.D.I.C.O. , Tehatta Sub-Division , Nadia
6. The Savapati Tehatta-I Panchayat Samity.
7. The Officer In-charge, Tehatta Police station.
8. The Block Information Officer Tehatta-I Nadia with a request to upload Block website.
- 9-19. The Pradhan. Gram Panchayat (All) for wide publicity.

  
BLOCK DEVELOPMENT OFFICER  
TEHATTA-I DEVELOPMENT BLOCK

## APPLICATION FORMAT FOR THE POST OF DATA ENTRY OPERATOR (MDM)

(Candidates shall fill in the application form in CAPITAL LETTER. Certificate of educational qualification, age-proof shall accompany with the application format.)

To  
Block Development Officer,  
Tehatta-I Dev .Block, Nadia

Attached recent  
photograph

Sign across the  
photograph

Sir,

I would like to apply for the post of Data Entry Operator (MDM) my particulars are given below:-

1. Name (BLOCK LETTER) :
2. Father/Husbands Name :
3. Residential Address :
4. Permanent Address :
5. Contact No :
6. Date of Birth :
7. Educational Qualification :

Name of Examination	Year of Passing	Board/University	Total Marks	Division/Class	% of marks

8. Qualification on Computer application :

9. Experience (if any related to the post) :

I 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 the applicant)

N.B. : Photo copies of certificates regarding age, qualification, computer certificate etc. either self certified or duly attested by competent authority must be submitted with the application Format.

5.24  
AA  
8.12.14