

Government of West Bengal
Office of the Block Development Officer
Chapra Development Block
Chapra, Nadia


RECRUITMENT NOTICE

Application in prescribed format are hereby invited from eligible candidates under Chapra Development Block for contractual engagement to the post of “**Data Entry Operator**” for the office of Chapra Development Block, Chapra, Nadia for proper up-keeping of data on various component of Mid-Day-Meal Programme (CMDMP) & feeding school wise data to MIS web portal namely www.trgmdm.nic.in & other related works.

“ELIGIBLE CRITERIA FOR THE POST OF “ DATA ENTRY OPERATOR”

- 1) **No of Post:-** 01(One)
- 2) **Age limit:-** 18 years to 40 years as on 01/01/2015 (Upper relaxation of age as per Govt. norms)
- 3) **Qualification:-** Graduate in any branch with certificate in computer application. Experience as such related works is preferable.
- 4) **Selection:-** Selection of D.E.O will be done by the Block level Selection Committee. The such Data Entry Operator will be engaged on contractual basis and will be for a period of 1 (one) year or less subject to renewal on contract on monthly or yearly basis by head of the Department/ Office & engagement may be terminated at the completion of job or at the end of the Project whichever is earlier and may also be terminated by the Head of the Department / Office on the basis of recommendations of IT Dept./ NIC Project leader or Project-in -Charge for unsatisfactory service, misconduct etc. of the incumbent concerned.
- 5) **Professional fees:-** Engaged / appointed D.E.O will get professional fees at a consolidated rate of Rs. 11000/- (Rupees Eleven Thousand) only per month in terms of F.D's Memo No. 5559-F(Y) dated 22.01.2013 & per P.D CMDMP Memo No. 303(21)-ES(CMDMP)/ESTT-05.2013^{PT} dated 19.05.2014.

- 6) **Submission of application** :- Willing candidates should submit application in the prescribed format only and submit the filled up application in prescribed format with all documents (Age Proof Certificates, Mark Sheet, Computer Certificates , Voter ID, etc) by self attested Xerox copies along with self addressed envelope with requisite postage stamp & one extra passport size photograph within 20th February 2015 upto 5.00 PM on any working day to the Chapra Block Development Office, Chapra, Nadia.
- 7) Application sent to any other office will be rejected.
- 8) Candidates are required to appear before the Selection Committee along with relevant original documents for verification as & when he / she will be asked,
- 9) Date of Computer Test and Interview: 27/02/2015 at 11.00 AM


Block Development Officer,
Chapra Block,
Chapra, Nadia.


Memo No:- 226(6)

Dated:06/02/2015

Copy forwarded for information & taking necessary action with request to publish the notice to your office notice board and on the wall of nearby Govt. office/ Educational Institution for wide publicity:-

- 1) The District Magistrate, Nadia
- 2) The Additional District Magistrate(G), Nadia
- 3) The Sub-divisional Officer, Sadar, Krishnagar, Nadia
- 4) The District Informatics Officer (NIC), Nadia, with a request to upload it at Nadia District website.
- 5) SI of School, Chapra Circle, Chapra, Nadia,
- 6) SI of School, Chapra South Circle, Chapra, Nadia,

Enclo : As Stated.


Block Development Officer,
Chapra Block,
Chapra, Nadia.

**Application for the post of Data Entry Operator
Under Chapra Development Block**

1. Name of Applicant (Capital letter) :
2. Father's / Husband's Name :
3. Residential Address :
4. Date of Birth (dd/mm/yyyy) :
5. Sex :
6. Category (General/SC/ST/OBC) :
7. Length of Experience :
- (Specify details-enclose self attested documents)
8. Educational Qualification :

Affix a recent
passport size
photograph
duly signed by
the candidate
only

Examination Passed	University / Board	Year	Total Marks	Marks obtained	Percentage of Marks
Madhyamik or Equivalent					
H.S or Equivalent					
Graduation					

9. Computer Knowledge :
(With Name of Institution)
10. Languages Known :-
 - a) Can speak :
 - b) Can write :
 - c) Can read :
11. Any other information :

Declaration

I do hereby declare that all the statements mentioned above are true to best of my knowledge and if any of the above statement is found false or incorrect then I will be liable for rejection of my candidature and I am a resident under Chapra Development Block.

Date:
Place:

Signature of the Applicant