

**Government of West Bengal  
Office of the Block Development Officer  
Tehatta-II Development Block  
Palashipara, Nadia**

No. 814/Tehatta-II

Dated: 20.03.2015

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

In pursuance of order no. 480(21)/CMDMP, Dated- 17.10.2014 of the District Magistrate, Nadia (Cooked Mid-Day Meal Cell), Nadia, applications are invited for the post of Data Entry Operator (DEO) under cooked Mid-Day-Meal Programme in respect of Tehatta-II Development Block on contractual basis from the Indian Citizen in the prescribed format attached herewith.

SL No.	Name of Post	Number of Post	Age limit	Professional fees per month	Mode of payment	Required Educational qualification and experience
1	Data Entry Operator	1 (one)	As per extant Govt. rule	Rs. 11000/-	After deduction of P-Tax. & IT as applicable.	Graduation in any branch with certificate in computer application

Selection will be on the basis of computer test and interview.

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 Deptt./Office on the basis of recommendations of IT Deptt./NIC project leader or the Project-in-charge for unsatisfactory service, misconduct etc. of the incumbent concerned.

Incomplete application or application received after last date and time shall be summarily rejected. Application in the given proforma typed/ printed on thick foolscap size (32cm X 21cm) white durable paper to be dropped at the drop box of this office between 11:00 A.M to 4:00 P.M on all working days. Application must reach in a sealed Envelop super scribing the "**APPLICATION FOR ENGAGEMENT OF DATA ENTRY OPERATOR UNDER CMDMP IN RESPECT OF TEHATTA-II DEVELOPMENT BLOCK**" to the office of the undersigned within the closing date i.e the **2<sup>nd</sup> April, 2015**.

**N.B:** Completed application must be submitted with 1) One copy of recent passport size colour photograph duly signed by the candidate and pasted on the application 2) Photo copies of certificates regarding age, qualification, computer efficiency etc. either self certified or duly attested by competent authority, 3) Two self Addressed **stamped** envelope.

1) The candidate should possess certificate course in Information Technology from recognized Institution.

2) The qualification as stated above must be achieved by the applicant on or before the date of publication of advertisement.

Block Development Officer  
Tehatta-II Development Block

Memo No. : 814/1(22)/Tehatta-II

Dated: 20.03.2015

Copy forwarded for information and necessary action 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 Officer In-charge, CMDM Cell, Nadia , Krishnagar.
- 5) The District Informatics Officer (NIC), Nadia, Krishnagar , Nadia with a request to upload the notice at District website.
- 6) The Employment Officer, District Employment Exchange Officer, Krishnagar, Nadia with request to display the notice of your office Notice Board.
- 7) The Sabhapati, Tehatta-II Panchayat Samiti, Palashipara, Nadia.
- 8) The Officer In-charge, Tehatta Police station.
- 9-13) The BMOH/BL&LRO/ADA/BLDO/CDPO, Tehatta-II Block with request to display the Notice on your Office Notice board for wide publicity.
- 14-20) The Pradhan \_\_\_\_\_ (All) Gram Panchayat with request to display the Notice on your Office Notice board for wide publicity.
- 21) The Head Clerk-Cum-Accountant with request to take necessary steps to prepare a drop box in this regard and to keep the same in your custody.
- 22) Office Notice Board of Tehatta-II Development Block.

Block Development Officer  
Tehatta-II Development Block

