

**Government of West Bengal**  
**Office of the Block Development Officer**  
**Nabadwip Development Block**  
**Nabadwip, Nadia**

**NOTICE**

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 under Cooked Mid-Day Meal Programme under this Block as detailed below. Candidate will be selected on the basis academic qualification and efficiency in Computer test and Viva-voce. 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 in the given proforma typed/ printed on thick foolscap size white durable paper to be dropped at the drop box in the chamber of the Block Development Officer, Nabadwip, Nadia between 11:00 am to 4:00 pm on all working days. Application must reach to the office of the undersigned within the closing date i.e. the 14-01-2015.

Documents to be submitted along with application form are as follows –


- i) Dully filled BIODATA as per given format.
- ii) 1(one) set of photocopies of educational qualifications and computer education.
- iii) Photo copy of EPIC(Voter's I-Card).
- iv) Residential Certificate given by Head of Local Authority.

The intending candidates must produce original documents of photocopies submitted at the time of interview, failing which his/her candidature will be treated as invalid.

**Mode of engagement** : Contractual Basis.

**Tenure of engagement** : Engagement will be made for a period of one year or less subject to renewal of contact on monthly or year basis. Such engagement may be terminated at the completion of job or the end of the project whichever is earlier.

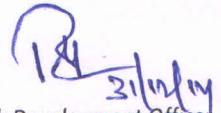
**Date of Computer Test/Viva-voce** : 31-01-2015, Time : 11:00 am onwards.

  
Block Development Officer  
Nabadwip Development Block  
Nabadwip, Nadia

Dated. 31/12/2014

Memo No. 3757(16)

- 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, Sadar, Krishnagar, Nadia.
- 4) The Officer In-Charge, MDM, Nadia Collectorate, Nadia
- 5) The District Informatics Officer (NIC), Nadia, Krishnagar, Nadia with a request to upload at Nadia District website.
- 6) The Sabhapati, Nabadwip Panchayet Samity, Nabadwip, Nadia.
- 7) The Sahakari-Sabhapati, Nabadwip Panchayet Samity, Nabadwip, Nadia.
- 8-15) The Prodhan \_\_\_\_\_ (All) Gram Panchayet for wide publicity.
- 16) Office Notice board.

  
Block Development Officer  
Nabadwip Development Block  
Nabadwip, Nadia

## 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,  
Nabadwip Development Block, Nadia

Affix Recent  
Passport Size  
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/Husband's Name : \_\_\_\_\_
3. Residential Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Caste : \_\_\_\_\_
5. Contact No. : \_\_\_\_\_
6. Date of Birth : \_\_\_\_\_
7. Educational Qualification : \_\_\_\_\_

Name of Examination	Year of Passing	Board/University	Total Marks	Marks obtained	Division/Class	% of marks
Madhyamik/10 <sup>th</sup> standard						
H.S./12 <sup>th</sup> standard						
Graduation						

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. with self certified must be submitted with the application format.