



Government of West Bengal
Office of the Block Development Officer
Suri-I Development Block
Kalipur (Barabagan) Birbhum

Recruitment Notice

In terms of memorandum issued by the Project Director, CMDMP, Vide memo no. 303(21), E.S. (CMDMP)/Estt-05/2013, Dt. 19.05.2014 and The Additional District Magistrate (Development), Birbhum's kind Order No. 202/MDM, Dt. 08.12.2016 it is hereby notified that Recruitment Test will be held at the office of the Block Development Officer, Suri-I Dev. Block on 07.01.2017 from 11:00 a.m. and onwards for contractual engagement in the post of Data Entry Operator for proper up keeping of Data on various components of Cooked Mid-Day-Meal Programme (CMDMP) and feeding school wise data to MIS web portal.

Intending candidates are requested to apply in prescribed format (copy attached) latest by 27.12.2016 during office hour to our office box kept for this purpose. No application will entertain after 27.12.2016.

After the verification of all documents eligible candidates will appear at 1st stage of recruitment procedure related to written test (objective type). The successful candidates at the Written Test will be called for 2nd stage of Recruitment procedure i.e. Practical Test related to Computer and Personality Test. Selection Committee has the right to fix the minimum marks to qualify for practical and personality test. Admit card for written test will be collected from office of the undersigned on 30.12.2016 during office hours.

Eligible criteria and other details are hereunder: -

1. Name of Post: - Data Entry Operator
2. No. of Post: - 01 (one)
3. Age Limit: - Not below 21 years and not above 40 years as on 01.01.2016 (Upper age limit relaxable upto three years for OBC candidates and upto five years for SC/ST candidates as on 01.01.2016).
4. Education Qualification: - Graduate in any branch with 50% marks and Certificate in Computer Application.
5. Selection of DEO will be made by Selection Committee through three stage recruitment process. Contract will be for a period of one year or less subject to renewal of contract on monthly or yearly basis by the Head of Deptt/Office. The engagement may also be terminated by the Head of Deptt/Office on the basis of recommendation of IT Deptt/NIC project leader or Project in Charge for unsatisfactory service, misconduct of the incumbent concerned.

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6. Engaged DEO will get professional fees at a consolidated rate of Rs. 11,000/- per month. He will also be allowed to enhancement of Rs. 500/- per year for 1st five years and thereafter Rs. 600/- per year in terms of Finance notification bearing no. 5589-F(V), Dt. 22.07.2013. After deduction of P-Tax & IT as applicable.
7. Mode of Application: - Candidate may apply in prescribed format affixing passport size photograph, along with attested testimonials such as age proof documents, resident proof documents, educational Qualification Certificate and mark sheet, computer application certificate and experience certificate if any, one extra passport size photograph to be enclosed with application. Applications are to be submitted to the Box kept for this purpose at the office of the undersigned.
8. Applicant must be a resident of Suri-I Dev. Block including Suri Municipality.

Indo 13.12.16
**Block Development Officer
Suri-I Development Block
Kalipur, Barabagan, Birbhum**

Memo No.2734(11)/Suri-I Block

Dated: 13.12.2016

Copy forwarded for information to the: -

1. District Magistrate, Birbhum (MDM Section), Suri, Birbhum
2. Additional District Magistrate, (Development), Birbhum
3. Sub-Divisional Officer, Sadar, Suri, Birbhum
4. DICO, Suri, Birbhum
5. D.I. of School, Secondary Education.
6. D.I. of School, Primary Education.
7. S.I. of Schools, Sadar Central Circle, with the request to display the notice in office notice board.
8. S.I. of Schools, Sadar West Circle, with the request to display the notice in office notice board.
9. Employment Officer, Employment Bank
10. D.I.O., NIC with the requested upload the notice in District Website.
11. Office Notice Board.

Indo 13.12.16
**Block Development Officer
Suri-I Development Block
Kalipur, Barabagan, Birbhum**

Application Format

Application for the post of Mid-Day-Meal Data Entry Operator

Affix one
recent
passport size
photograph

1. Name (Block Letter) :
2. Father's/Husband's Name :
3. Address (in details) : Vill/Town:
PO: PIN:
Block/Municipality: District:
Contact No:
Email ID:
4. Date of Birth :
5. Age as on 01.01.2016 :
6. Sex :
7. Religion :
8. Caste :
9. Educational Qualification :

Examination Passed	Year of Passing	Board/University	Full Marks	Marks obtained	% of Marks
M.P.					
H.S.					
Graduation					

10. Computer knowledge :
11. Working Experience (if any) :

:-Declaration:-

I do hereby solemnly declare that the information furnished above is based on material records are true to the best of my knowledge and belief. I also understand that if any information furnished is found to be materially incorrect or incomplete, my candidature is liable to be cancelled without any further intimation to me.

Date:

Place:

Signature of Applicant