



सत्यमेव जयते

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
KHOYRASOLE DEVELOPMENT BLOCK**

P.O. – Khoyrasole; Dist. – Birbhum, PIN – 731125 Tele-Fax: (03462) 240221

Memo No : 809/KDB

Date : 01.7.14

Recruitment Notice

Notification for engagement of Data Entry Operator as Contractual basis at Block Level for proper keeping of Data on various components of MDM Programme and feeding School wise Data to MIS Web Portal.

Eligible candidate should apply in the prescribed format attached herewith. The application must reach to the office of the undersigned by hand within 17th July,2014 up to 4.00 pm. Interview letter will be send to the short listed candidate in due time through Email & ordinary post. The same will be available at www.birbhum.nic.in

Details of position and qualification :-

1. Name of Post : Data Entry Operator
2. Number of Post : 1(UR)
3. Professional Fees (consolidation) : Rs.11000/- per month subject to enhancement of @Rs.500/- per year During first 5(five)years and there after Rs.600/- per year in terms of Finance Department's memo no 5859-F(Y) DT 22/7/2013
4. Mode of payment : After deduction of P-Tax & IT as applicable
5. Age : up to 40 years as on 1.7.14 (not less the 18 years and not more then 40 years as on 1.7.2014)
6. Essential qualification i) Graduate in any branch
ii) Certificate in Computer Application
7. Selection procedure : Screening of application, Computer Knowledge test,Interview. Contract will be for a period of 1(one) year or less subject to renewal of contract on monthly or yearly basis by the Head of Dept./Office. The engagement may also be terminated by the Head of Dept./Office on the basis of recommendations of IT Dept./NIC project leaded or Project in-charge for unsatisfactory service misconduct of the incumbent concerned.
8. Total scoring :40(Computer Knowledge Test -25,Interview-15)

Documents required :

Application as per proforma
Admit card and mark sheet of madhyamik & Mark sheet ,
Mark sheet of H.S.
Mark sheet & certificate of Graduation
Computer knowledge certificate
(all copies should be self attested)

General Instruction

Short listed candidates are requested to be present along with relevant original documents for spot verification , computer knowledge test and interview.

For appearing at the spot verification no TA/DA will be paid

The candidature shall be cancelled at any stage of recruitment if the supportive certificate and information given in application informed false.

Selection committee reserves the right to cancel the recruitment process at any stage assigning any reason thereof. The decision of the selection committee in any case should be considered final and that should be strictly followed.


Block Development Officer
Khoyrasole Development Block
Khoyrasole : Birbhum

Memo No. :- 809 / 1 (23)

Date : 01.7.14

Copy forwarded for information to:-

1. The District Magistrate, Birbhum
2. The Additional District Magistrate(G), Birbhum
3. The Sub Divisional Officer, (Sadar) Suri, Birbhum
4. The DIO, NIC with request to upload this notice in the district web site
5. The Employment Officer, DEE, Suri Birbhum
- 6-10. The BL&LRO/BLDO/ADA/CDPO/BMOH, Khoyrasole with request to display this notice in office notice board
11. The Principal, Khoyrasole Sailajananda Falguni Smriti Mahavidyalaya with request to display this notice in office notice board.
12. The OC, Khoyrasole P.S/Kankartala P.S with request to display this notice in office notice board
13. Block Office notice board.
- 14-23. The Prodhan,..... Gram Panchayat with request to display this notice in the office notice board.


Block Development Officer
Khoyrasole Development Block
Khoyrasole : Birbhum

