



Government of West Bengal
OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR
জেলাশাসকের কার্যালয়, কোচবিহার, পশ্চিমবঙ্গ
(MID DAY MEAL SECTION)

Sagar Dighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal
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ENGAGEMENT NOTICE

No.: Q1..

Dated: 27/02/2017..

Applications are invited from eligible candidate for the following post on contractual basis for one year from the date of joining at **MDM Section in the office of the District Magistrate, Cooch Behar(HQ)**.

Eligibility and other terms and condition are mentioned here under :

Name of the Post	No. of the Post	Minimum Qualification & Experience	Age Limit	Desirable Knowledge	Professional Fees
Data Entry Operator (DEO)	01	Graduation in any Branch with certificate in Computer Application	21-35 years as on 01.01.2017 Age Relaxation- OBC-3 Years SC/ST-5 Years	Any experience on Data Entry works	Rs.11,000/- (Rupees Eleven thousand) only P.M. subject to enhancement @ Rs. 500/-(Rupees Five hundred) per year during first 5 years and thereafter @ Rs. 600/- per year. Professional Tax and Income Tax will be deducted as per rule.

Applications in prescribed format should be submitted in the drop box kept at MDM Section, **office of the District Magistrate Cooch Behar , Ground floor , New collectorate Building** from **27/02/2017 to 10/03/2017 from 11.00 a.m. to 5.00 p.m. excluding holidays**. But application received **after 10/03/2017 at 5.00 p.m.** will be summarily rejected and shall not be entertained. Incomplete applications are liable to be rejected. Decision of scrutinizing committee in regard to incomplete application will be final or binding. No TA /DA is admissible.

Application form can available from the website : **www.coochbehar.gov.in** or **Office Notice Board of the District Magistrate, Cooch Behar /Sub-divisional Officer, Sadar/ Tufanganj /Dinhata/ Mathabhanga/Mekliganj** from **27/02/2017 to 10/03/2017**.

➤ **Necessary documents duly attested to be attached with the application : -**

- Age Proof certificate
- Educational Qualification certificate(s)
- Address Proof.
- 2(Two) copies passport size photograph with self attestation.
- 2(Two) nos Self address envelope with postal stamp of Rs. 5/-.
- Experience certificate(s) (If any).

Additional District Magistrate(G)
Cooch Behar

FORMAT

Application for the post of Data Entry Operator [Under MDM Section(HQ)]

Passport size
Photograph
duly attested
by person
himself/herself

01.	Name of Applicant (Block Letters)	
02.	Father's / Husband's Name.	
03.	Gender.	
04.	Communication Address.	
05.	Permanent Address.	
06.	Contact No. & E-mail ID.	
07.	Date of Birth.	
08.	Age (as on 01.01.2017).	
09.	General Qualification .	
10.	Technical Qualification.	
11.	Experience, if any.	
12.	Document(s) attached.	1. 2. 3. 4. 5.

Place :

Date.

(Signature of applicant)