



Government Of West Bengal
Office of the Block Development Officer
Serampore-Uttarpara Development Block
Serampore, Hooghly

Notification No : 2181/CMDMP/2017

Dt. : 26.11.2017

NOTICE

In pursuance of Memo No . 303 (21)-ES (CMDMP)/ESTT -05 /2013pt dt. 19.05.2014 read with 546 - ES(CMDMP) / ESTT -07/2014 dt. 15.09.2014 issued by the Project Director, CMDMP, School Education Deptt. Applications are hereby invited in prescribed format, from intending and eligible candidate for the post given below :

1. Name of the post : **Data Entry Operator** , CMDMP .
2. Number of the post : **1 (one)**
3. Nature of the post : The engagement shall be temporary and on purely contractual basis .
4. How to apply : Application in the prescribed format may be deposited either by hand or by ordinary post, but it must be reached to the Block Development Officer, Serampore-Uttarpara Development Block , 21, Rabindrabhaban Road, PO-Serampore, DT-Hooghly, PIN-712201 on or before **10.11.2017** within **5.30 pm** [Except on Saturday, Sunday & Govt. Holidays]
5. Essential Qualification :
 - i) **Graduate** in any stream from any recognized Board/Council
 - ii) Candidate must have at least **6 month certificate** course in computer application from any recognized institute.
6. Age Limit : Not more than **40 years** of age as on 01.10.2017
7. Salary : **Rs. 11,000.00** (Eleven thousands) only per month after deduction of P.Tax and IT as applicable .
8. Mode of Selection : Subject to fulfillment of the criteria Selection will be done by evaluation out of **50 marks** contains 3 stages as mentioned below :
 - A. First Stage :** Academic Merit of candidates : **25 marks** in proportion to % of marks obtained by candidate [Secondary (Class-X)- **5 marks**, H.S - **10 marks**, Graduation - **10 marks**]- **Top 20** candidates as per merit will be selected for **2nd stage**
 - B. Second Stage :** Computer Test and Experience : **20 marks** [**15** for practical computer test, **5** marks for **2 years** Experience in data entry from any Govt. Office/Project/Govt. undertaking office or 0-marks for otherwise]
Top 10 candidates based on academic merit, computer test and experience will be selected for interview .
 - C. Third Stage :** Interview- **5 marks**. Final merit list will be prepared on the basis of marks obtained by the candidate in aggregate of first, Second and third stage.
9. Date & Time of Computer Test and Interview : **21/11/2017 , 11.30 am**

10. Place of Posting : Block Development Office, Serampore-Uttarpara Development Block, 21, RabindraBhaban Road, PO- Serampore, DT- Hooghly PIN- 712201
11. Job responsibility : Proper up keeping of data on various components of cooked MDM programme & feeding school wise data to MIS web portal and to assists in the implementation of various schemes for the department all other duties as may be assigned by the head of the authority.

12. Documents to be produced at the time of submission of application:

- a. Proof of Age (only Birth Certificate/ Madhyamik Admit Card)
 - b. Proof of Nationality
 - c. Self-attested copies of Mark Sheets and certificates in support of his/her Qualification
 - d. Proof of experience, if any
 - e. Two copies of recent Passport size color photograph are required, one is to be pasted at proper place of the application proforma and another should be attached with application by jems clip
 - f. Certificate of computer knowledge from any recognized institute
 - g. The envelope containing the application should be superscripted as " APPLICATION FOR THE POST OF DATA ENTRY OPERATOR OF CMDMP FOR SERAMPORE-UTTARPARA DEVELOPMENT BLOCK" and should be addressed to the Chairman of the Selection Committee & Block Development Officer, Serampore-Uttarpara Development Block, 21, RabindraBhaban Road, P.O. & P.S.- Serampore, PIN- 712201, Dist. Hooghly and should be dropped the same on or before **10.11.2017** within 5:30 PM in a Drop Box at Mid-Day-Meal Cell of Serampore-Uttarpara Development Block.
Incomplete application or application received after prescribed date (i.e 10/11/2017, 5.30 pm) shall be rejected forthwith.
- 13) Canvassing of any kind either from the part of the candidate or by any other person will cause cancellation of candidature of concerned candidate.
- 14) All the original document must be produced at the time of practical/computer efficiency test before the authority for verification otherwise the screened applicant will not be allowed to appear at the test.
- 15) If any declaration made by the applicant is proved false at any stage of selection and recruitment or even after engagement his/her candidature will summarily be cancelled or engagement would be terminated as the case may be.
- 16) Engagement shall be made for a period of one year and yearly reengagement will be made on prayer of the incumbent provide he/she can serve satisfactory. Regarding engagement and reengagement this office can take any decision without assigning any reason.
- 17) Terms and conditions: No selected person shall have any claim for permanent employment as this is purely a temporary assignment as the contract will be terminated at the completion of the job or at the end of the project whichever is earlier. It can also be terminated by the Head of the Department /Office on the basis of recommendations of IT Department / NIC Project Leader or the Project-in-charge for unsatisfactory service, misconduct etc. of the incumbent concerned.

T. Saue
26/10/17
Block Development Officer
Serampore-Uttarpara Dev. Block
Serampore::Hooghly



Government of West Bengal
Office of the Block Development Officer
Serampore-Uttarpara Development Block
Serampore, Hooghly

Memo No:2681/CMDMP

Dated: 26/11/2017

Copy forwarded for information and taking necessary action to:

- 1) The Project Director, CMDMP, School Education Department, Govt. of West Bengal
- 2-5) The Sub-Divisional Officer, Serampore, Chinsurah Sadar, Arambagh, Chandannagore with request to publish the notice in office notice Board.
- 6-23) The Block Development Officer, Block, Hooghly with request to publish the notice in office notice Board.
- 24-35) The Executive Officer, Municipality, Hooghly with request to publish the notice in office notice Board.
- 36) The Executive Officer, Chandannagore Corporation
- 37) The Chairman, DPSC, Hooghly
- 38) The District Inspector of School (SE), Hooghly
- 39) The District Inspector of School (PE)
- 40) The District Informatics Officer, National Informatics Officer, Hooghly with a request to host the notice in the official website (www.hooghly.gov.in) of this district notice board.
- 41) The District Information & Cultural Officer, Hooghly
- 42) The Employment Officer, Employment Exchange, Hooghly
- 43) C.A to the District Magistrate, Hooghly with a request to place it before the District Magistrate, Hooghly for information.
- 44) C.A to sabhadipati, Zilla Parishad, Hooghly with a request to place it before the Sabhadhipati, Zilla Parishad, Hooghly for information.
- 45-50) All Pradhan, Serampore-Uttarpara Panchayat Samity

(Signature)
26/11/17
Block Development Officer
Serampore-Uttarpara Dev. Block
Serampore::Hooghly

11. Educational Qualification:-

Sl No.	Examination Passed	Year of Passing	Board/Council/ University	Total Marks	Marks Obtained	Division/ Class	% of Marks
1.							
2.							
3.							
4.							

12. Computer Literacy:

Sl No.	Examination Passed	Year of Passing	Board/Council/ University	Total Marks	Marks Obtained	Division/ Class	% of Marks
1.							

13. Experience if any:

14. Voter ID (EPIC) No:

15. Enclosures:

1. Voter ID Card [] 2. Admit Card/ Certificate of Madhyamik or equivalent [] 3. Mark sheet of Madhyamik or its equivalent [] 4. Mark sheet of Higher Secondary (WBCHSE) Or its equivalent [] 5. Marksheet of Graduation Certificate [] 6. Proof of Experience [] 7. Cast Certificate [] 8. Proof of Residence [] 9. Experience Certificate [] 10. Others []

I hereby declare that the entire document and all information submitted in this application form are true and best of my knowledge. I understand that if any of the information is found wrong, my application is stand cancelled and criminal action will be taken against me.

Date:

Place:

Full Signature of the Applicant

Application must be reach at the address Block Development Officer, Serampore-Uttarpara Development Block ,21,Rabindrabhaban Road,PO-Serampore,DT-Hooghly, PIN-712201 on or before 10.11.2107 within 5.30 pm.