RECRUITMENT NOTICE

In pursuance to Memo No. 89/MDM/MSD/F-13(V-II); dated-13.03.2020 of the District Magistrate, Murshidabad fresh sealed application in prescribed format are hereby invited from eligible candidates for contractual engagement to the post of “Data Entry operator” for Bhagwangola-II Block level for proper up-keeping of data on various components of Cooked Mid-day Meal Programme (CMDMP) & feeding school wise data to MIS web portal namely http://www.trgmdm.nic.in/, https://mdm.wbced.gov.in & other related works.

ELIGIBLE CRITERIA FOR THE POST OF “DATA ENTRY OPERATOR”

1) No. of post: 01 One post for Bhagwangola-II Development Block.
2) Age limit: 18 years to 40 years as on 01.01.2020 (upper relaxation of age as per Govt. norms).
3) Qualification: Graduate in any branch with certificate in computer application.
4) Selection: Selection of DEO (Data Entry Operator) will be done by the respective Selection Committee. The such Data Entry Operator will be engaged on contractual basis and will be for a period of 1 (one) year or less subject to renewal of contract on monthly or yearly basis by head of the Department / Office & engagement may be terminated at the completion of Job or at the end of the Project whichever is earlier and may also be terminated by the Head of the Department / Office on the basis of recommendation of IT Dept / NIC Project leader or Project-in-Charge for unsatisfactory service, misconduct etc. of the incumbent concerned.
5) Professional fees: Engaged / appointed DEO will get professional fees at a consolidated rate of Rs. 13,000/- (Thirteen Thousand) only per month in terms of F.D’s Memo No. 5859-F(Y) dated 22.07.2013 also as per P.D, CMDMP Memo No. 303(21)-ES(CMDMP)/ESTT-05/2013PT dated 19.05.2014 & as per P.D, CMDMP Memo No. 39-(26)-ES(CMDMP)/ESTT-05/2013PT dated 14.02.2019.
6) Submission of application: Willing candidates should submit application in the prescribed format (to be downloaded from website www.murshidabad.gov.in only and submit the filled up application in prescribed format with all documents (Age Proof Certificate, Mark Sheet, Certificate of Education Qualification, Computer Certificate, Voter ID, etc) by self attested Xerox copies alongwith self addressed envelope with requisite postage stamp & one extra passport size photograph within 30th March, 2020 upto 5:00 P.M. on any working day to the Block Development Officer, Bhagwangola-II Development Block, Murshidabad either by post or by hand.

All applicants are requested to write “APPLICATION FOR THE POST OF DATA ENTRY OPERATOR, CMDMP” on the sealed envelope & application with all relevant documents (Xerox copy) should be dropped into a Box kept for this purpose at the office of the undersigned on any working day(s) within the date and time mentioned above.
The distribution of marks is as follows:-
Written test - 20 (30 minutes)
Practical - 10 (30 minutes) &
Walk-in-Interview - 20

7) Candidate obtaining 50% or above marks in the written Test and the practical will be called for interview
8) The Date of written Examination, Practical & Interview will be in informed through Admit Card.
9) Applications sent to any other office will be rejected.
10) Candidates are required to appear before the Selection Committee alongwith relevant original documents for verification as & when he / she will be asked.
11) No application is to be received at the District Head Quarter, Murshidabad in any case.

Block Development Officer
Bhagwangola-II, Murshidabad
Copy forwarded for information & with a request to publish the notice to your office notice board and on the wall of nearby Govt. Office / Education Institution for wide publicity:-

1. The District Magistrate, Murshidabad.
2. The Additional District Magistrate (MDM), Murshidabad
3. The Officer-Incharge, MDM, Murshidabad
4. The Chief Medical Officer of Health, Murshidabad.
5. The Sub-Divisional Officer, Sadar / Kandi / Domkal / Lalbagh / Jangipur Murshidabad.
6. The Chairman, District Primary School Council, Murshidabad.
7. The DICO, Murshidabad.
8. The DIO, NIC, Murshidabad with a request to upload this notice at www.murshidabad.gov.in
9. The Block Development office (all), Murshidabad.
10. The Chairman (All)................. Muncipality, Murshidabad
11. The District Inspector of School, Primary / Secondary Education, Murshidabad.
12. The District Employment Exchange Officer, Murshidabad.
13. The Sabhapati, Bhagwangola-II Panchayat Samity.
14. The Shiksha Karmadhakshya, Bhagwangola-II Panchayat Samity.
15. The BMOH, Bhagwangola-II Block.
16. The BLRO, Bhagwangola-II Block.
17. The BL&LRO, Bhagwangola-II Block.
18. The ADA, Bhagwangola-II Block.
19. The SI of School, Bhagwangola South Circle.
20. The CDPO, Bhagwangola-II, Murshidabad
21. The Officer In Charge, Ranitala Police Station, Murshidabad
22. The BYO, Bhagwangola-II, Murshidabad
23. The Accountant cum Head Clerk, Bhagwangola-II Block with a request to publish the RECRUITMENT NOTICE in two daily news paper namely Pratidin at Murshidabad page.
24. The Prodhan (all)...........................................Gram Panchayat under Bhagwangola-II Block.
25. Office Notice Board.

Enclo : As stated.

Block Development Officer
Bhagwangola-II, Murshidabad

Memo No: 485 (22) EN-MDM II-Dated: 18th March, 2020
Copy forwarded for information to the Project Director, CMDMP, Govt. Of West Bengal, Acharya Profulla Chandra Bhavan, (4th Floor), Plot 7/1, Block-DK, Salt Lake, Sector-II, Karunakanmoyee, Kolkata-700091.

Block Development Officer
Bhagwangola-II, Murshidabad
APPBICATION FOR THE POST OF DATA ENTRY OPERATOR
UNDER ______________ BLOCK / MUNICIPALITY

1. Name of applicant : 
   (Capital letter)
2. Father’s / Husband’s Name : 
3. Residential Address : 

4. Date of Birth : 
   (dd/mm/yyyy)
5. Sex : 
6. Mobile No : 
7. Category : 
   (General / SC / ST / OBC)
8. Length of Experience : 
   (Specify details—enclose self attested documents)
9. Education Qualification :

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<th>Examination passed</th>
<th>University / Board</th>
<th>Years</th>
<th>Total Marks</th>
<th>Marks obtained</th>
<th>Percentage of Marks</th>
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<td>Graduation</td>
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10. Computer Knowledge : 
   (with name of the Institution)

11. Languages Known
   a. Can speak : 
   b. Can write : 
   c. Can read : 

11. Any other information :

DECLARATION

I do hereby declare that all the statements mentioned above are true to the best of my knowledge and na dif any of the above statement is found false or incorrect then I will be liable for rejection of my candidature and I have applied only for one Block / Municipality and I am resident of Murshidabad District and at any time it is found that I have applied more than one application Block / Municipality my candidature is liable to be cancelled.

Date: 

__________________________
Signature of the Applicant