RECRUITMENT NOTICE

In pursuance to Memo No. 202(5)/MDM/MSD/F-13(II); dated-30/07/2021 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 Beldanga-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.wbsed.gov.in & other related works.

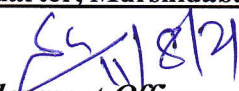### ELIGIBLE CRITERIA FOR THE POST OF "DATA ENTRY OPERATOR"

1) **No. of post:** 01 One post for Beldanga-II Development Block.
2) **Age limit:** 18 years to 40 years as on **01.01.2021** (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-05/2013^{PT} dated 1905.2014 & as per P.D, CMDMP Memo No. 39-(26)-ES(CMDMP)/ESTT-05/2013^{PT} dated14.02.2019.
6) **Submission of application:** Willing candidates should submit application in the prescrived 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 **25th August, 2021** upto **5:00 P.M.** on any working day to the Block Development Officer, Beldanga-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	-	30 (30 minutes)
Practical	-	12 (30 minutes)
Walk-in-Interview	-	8

7) **Candidate obtaining 50% or above marks in written Test and the practical will be called for interview.**

8) **The Date of written Examination, Practical & Interview will be in informed throuth 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
Beldanga – II Development Block
Saktipur, Murshidabad

Memo No. 2358(36) /Bel – II/En **Dated** 11/08/2021

Copy forwarded for information & with a request to publish the notice to yhour office notice board and on the wall of nearby Govt. Office/Education Institution for wide publicity:-

1. The District Magistrate, Murshidabad for.
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 Distirct Inspector of School, Primary / Secondary Education, Murshidabad.
12. The District Employment Exchange Officer, Murshidabad.
13. The Sabhapati , Beldanga II PS.
14. The Shiksha Karmadhakshya, Beldanga-II P.S.
15. The BMOH, Beldanga-II Dev. Block.
16. The BL&LRO, Beldanga-II Dev. Block.
17. The ADA, Beldanga-II Dev. Block.
18-19. The SI of School (East & West), Beldanga-II Dev. Block.
20. The CDPO, Beldanga-II Dev. Block, Murshidabad.
21. The Officer In-Charge, Rejinagar P.S.
22. The Officer In-Charge, Saktipur P.S.
23. The BYO, Beldanga-II Dev. Block. Murshidabad
24. The Accountant cum Head Clerk, Beldanga-II Dev. Block with a request to publish the **RECRUITMENT NOTICE** in two daily news paper namely Pratidin at Murshidabad page.
25-35. The Prodhan (all)...Gram Panchayat under Beldanga-II Dev. Block.
36. Office Notice Board.

Enclosures: As stated.

Block Development Officer
Beldanga – II Development Block
Saktipur, Murshidabad

Memo No. 2358(38)/((i)Bel – II/En. **Dated** 11/08/2021

Copy forwarded for information to the Project Dirctor, CMDMP, Govt. Of West Bengal, Acharya Profulla Chandra Bhavan, (4th Floor), Plot 7/1, Block-DK, Salt Lake, Sector-II, Karunamoyee, Kolkata-700091.

Block Development Officer
Beldanga – II Development Block
Saktipur, Murshidabad

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR ON CONTRACTUAL BASIS
UNDER COOKED MID-DAY MEAL PROGRAMME
BELDANGA-II DEVELOPMENT BLOCK

Paste here recent Colour passport size photograph

To
The Block Development Officer
Beldanga-II Development Block
Saktipur, Murshidabad

1) Name of applicant (in CAPITAL) : ....

2) Father's name : ....

3) Date of birth (dd/mm/yyyy) : .... Age as on 01.01.2021: ....

4) Sex : ....

5) Present address : ....

....

6) Permanent address : ....

....

7) Telephone No./ Mobile No. : ....

8) Category : ....
(General/SC/ST/OBC)

9) Length of Experience : ....
(Specify details-enclose self attested documents)

10) Education Qualification :

Examination passed	University / Board	Years	Total Marks	Marks obtained	Percentage of Marks
Madhyamik or Equivalent					
H.S or Equivalent					
Graduation					

11) Computer Knowledge : ....
(with name of the Institution)

12) Languages Known : ....
   a. Can speak : ....
   b. Can write : ....
   c. Can read : ....

13) Any other information : ....

DECLARATION

    I do hereby declare that all the statements mentioned above are true to best of my knowledge and if 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: ....

_____
Full signature of the applicant