



GOVERNMENT OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
Vill + PO- Kranti, District- Jalpaiguri, PIN- 735218
Email ID- krantibdo@gmail.com

No- 505/M-Kranti/2022

Date- 14/07/2022

NOTICE

[Engagement of Data Entry Operator in connection with Cooked Mid-Day Meal Project]

Applications in prescribed format are hereby invited from the eligible candidate for purely contractual post at Kranti Development Block, Kranti under the Cooked Mid-Day Meal Project, details given below.

Name of the post:	Block Level Data Entry Operator (MDM)		
No of Post	01 (One)	Age Limit:	Minimum 18 years - Maximum 37 Years as on 01/01/2022
Essential Qualification	1. Graduate in any discipline. 2. Certificate in Computer Application from a reputed and recognized institute.		
Desirable	1. Must be local resident of Jalpaiguri District		
Consolidated Remuneration	Rs. 11,000/- per month (After deduction of P-tax & IT as applicable)	Tenure of Service	Contract is for 01 (one) year which is likely to be renewed as per satisfactory performance.
Job Responsibility	Maintaining data entry operation under Mid-Day Meal Project & whatsoever assigned by BDO.		
Method of Recruitment	1. Original Document Verification 2. Eligible candidate will appear typing test (Minimum 30 wpm is required) 3. Thereafter eligible candidate will appear for Interview for 10 marks (Basic of Computer & General IQ will be tested)		
Important dates	Last date of application received 10/08/2022 till 5:30 PM through registered post.		

Terms & Conditions:

1. The application is to be filled up in BLOCK LETTER. A candidate can submit only one application.
2. The application is to be addressed to the **Block Development Officer, Kranti Development Block, Uttar Saripakuri, Kranti, Jalpaiguri 735218** through registered post.
3. The envelope containing application must be super scribed by the name of the post applied for at the top "**Application for Block Level Data Entry Operator (MDM)**"
4. Any application which is incomplete in any nature will be rejected.
5. Any kind of canvassing referral is strictly forbidden and liable for cancellation of candidature.
6. Merit list will be prepared for one Selected along with one waiting candidate valid for one year.
7. Any kind of information will be published in District Website <https://jalpaiguri.gov.in>


Chairperson (CMDMP)
& Block Development Officer
Kranti Dev. Block

Memo No: 505/1(17)/ M-Kranti /2022

Date: 14/07/2022

Copy forwarded for information and wide publicity to:

1. The District Magistrate, Jalpaiguri
- 2-5 The Additional District Magistrate (Gen)/(Dev)/(ZP) & (L&R), Jalpaiguri
6. The Sub-Divisional Officer, Malbazar
7. The Officer In-Charge/District Nodal Officer Mid-Day Meal Section, Jalpaiguri
8. The District Informatics Officer, NIC- Jalpaiguri with a request to upload the Notice to district website.
9. The SI of School, Mal South Circle with a request to publish notice at various School Notice Board.
10. The Savapati, Kranti Panchayat Samity.
- 11-16 The Prodhan _____ (All Gram Panchayat)
17. Office Notice Board.


Chairperson (CMDMP)
& Block Development Officer
Kranti Dev. Block



APPLICATION FORM
Application for Block Level Data Entry Operator (MDM)
Ref: 505/M-Kranti/2022 dated: 14/07/2022

Name				<u>Affix a recent colored passport sized photograph</u>
Father/Husband Name				
Gender		Date of Birth		
Address for correspondence				
Village		Post office		
Police Station		District		
Pin		Contact No		
Email Id				
Educational Qualification				
Exam Passed	Name of Board/University	Year	Percentage of marks	
MP/ Class 10th				
HS/ Class 12th				
Graduation/Bachelor Degree				
Qualification in Computer Knowledge				
Course Name		Duration		

Declaration: I do hereby declare that all the statement made in this application and all self-attested documents submitted here are true and correct, in the event any of the information being found to be false or incorrect or any ineligibility being detected before and/or after selection process my candidature/selection is liable to be cancelled and appropriate legal action be initiated against me.

Document attached:

1. Age proof- Admit card 10th Standard / Birth Certificate
2. Educational Qualification marksheet – 10th, 12th, Graduation & Other
3. Computer Knowledge Certificate
4. Identity card- Epic Card/Aadhar card/Driving license
5. Two self-addressed envelopes with requisite postage stamp and a passport size photo(extra) along with the application.

Place:

Date:

Yours faithfully

Full signature of the candidate