Government of West Bengal
Office of the Block Development Officer
Banarhat Development Block
Jalpaiguri

Email id – bdobnht2020@gmail. com

RECRUITMENT NOTICE

The Banarhat Development Block is inviting fresh sealed application as per guidelines of Project Director, Mid-Day Meal Project, vide memo no: 209(21)- ES(CMDMP)/ESTT-07/2012 dated: 25.04.2013 in prescribed format from eligible candidates for contractual engagement to the post of "Data Entry Operator" for 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.

ELIGIBILITY CRITERIA FOR THE POST OF "DATA ENTRY OPERATOR"

7. **No. of post:** 01 (One) post for Banarhat Development Block.
8. **Age limit:** 18 years to 40 years as on 01.01.2022.
9. **Qualification: i) Graduate in any discipline with certificate in computer application from a reputed and recognized institute**.
   ii) **Must have typing speed of 30 words per minute.**
   iii) **Must be a resident of Jalpaiguri District.**
10. **Desirable: Work experience of minimum 2 years in similar work from any govt office.**
11. **Selection:** Selection of DEO (Data Entry Operator) will be done by the respective Selection Committee. The such Data Entry Operator will be engaged on purely 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 Dep/NIC Project leader or Project-in-Charge for unsatisfactory service, misconduct etc. of the incumbent concerned.
12. **Professional fees/Remuneration:** Engaged / appointed DEO will get professional fees at a consolidated rate of Rs. 13,000/- (Rupees Thirteen Thousand) only per month in terms of F.D's Memo No. 1032-F(p2) dated 08.02.2019 also as per P.D, CMDMP Memo No. 303(21)-ES(CMDMPyESTT-05/2013 dated 19.05.2014 & as per P.D, CMDMP Memo No. 39-(26)-ES (CMDMP)/ESTT-05/2013 dated 14.02.2019 .
13. **Submission of application:** Willing candidates should submit application in the prescribed format (to be downloaded from website **www.jalpaiguri.gov.in**) only and submit the filled up application in prescribed format with all documents (Age Proof Certificate, Mark Sheet, Certificate of Educational Qualifications, Computer Certificate, experience certificate, Voter ID, Aadhar Card etc) by self attested Xerox copies & one extra passport size photograph **within 12th December,2022 up to 5:00 P.M.** on any working day to the Block Development Officer, Banarhat Development Block,PO- Banarhat,Jalpaiguri, PIN-735202 either by post or by hand. All applicants are requested to write (APPLICATION FOR THE POST OF DATA ENTRY OPERATOR, CMDMP" on top of 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.

8. Short listed candidates will be called for practical (Type Test) for 30 marks and interview for 20 marks.

9. The Date of Practical & Interview will be in informed through call letter.

10. Applications sent to any other office or submitted after the specified date & time will be rejected.

11. Any kind of canvassing referral is strictly forbidden and liable for cancelation of candidature.

![Emblem of India]

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12. Candidates are required to appear before the Selection Committee along with relevant original

documents for verification as & when he / she will be asked.

13. No application to be received at the District Head Quarter, Jalpaiguri in any case.

14. Merit list will be prepared for one selected along with one waiting candidate valid for one year.

15. Information regarding tentative date of type test and interview will be published in district website https://jalpaiguri.gov.in

Block Development Officer
Banarhat Development Block, Jalpaiguri

Memo No: 1208 /1(31)/ BNHT/22

Date: 25 /11/ 2022

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

1. The District Magistrate, Jalpaiguri District.

2. The Additional District Magistrate (MDM), Jalpaiguri.

3. The Officer-In charge, MDM, Jalpaiguri.

4. The Chief Medical Officer of Health, Jalpaiguri.

5. The Sub-divisional Officer, Sadar/Mal Sub- Division.

6. The Chairman, District Primary School Council, Jalpaiguri.

7. The DICO, Jalpaiguri.

8. The DIO, NIC, Jalpaiguri with a request to upload this notice at district official website.

9. The Block Development Office (all), Jalpaiguri.

10. The Chairman (All)...........................Municipality, Jalpaiguri.

11. The District Inspector of School, Primary / Secondary Education, Jalpaiguri.

12. The District Employment Exchange Officer, Jalapiguri.

13. The Sabhapati , Banarhat PanchayatSamity.

14. The Shiksha Karmadhakshya, Banarhat PS.

15. The BMOH, Dhupguri.

16. The BL&LRO, Dhupguri.

17. The ADA, Dhupguri.

18-19. The SI of School (Dhupguri-IV& Dhupguri West), Banarhat.

20. The CDPO, Dhupguri, Jalpaiguri.

21. The I/C, Banarhat P.S.

22. The BYO, Dhupguri. Jalpaiguri.

23. The Accountant cum Head Clerk, Banarhat Dev. Block with a request to publish the

RECRUITMENT NOTICE in one daily newspaper namely Uttarbanga Sambad at Karmakhali page.

24-30. The Prodhan (all)............ ....Gram Panchayat under Banarhat Dev. Block.

31. Office Notice Board.

Enclosers: As Stated

Block Development Officer
Banarhat Development Block
Banarhat, Jalpaiguri

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR ON CONTRACTUAL BASIS UNDER

COOKED MID-DAY-MEAL PROGRAMME

To

The Block Development Officer

Banarhat Development Block

Banarhat, Jalpaiguri

Recent
Colour
passport size
photo

1. Name of the Applicant(In Capital):..
2. Fathers Name:..
3. Date of Birth:...Age As on 01.01.2022..
4. Sex   :...
5. Present Address:
    :..
    ....
    ....
6. Permanent Address:
    ....
    ....
    ....
7. Telephone Number/ Mobile No:...
8. Email Address:
9. Category:...
    (General/ SC/ST/OBC)
10. Length of Experience:...
    (Specify details- enclose self attested documents)
11. Educational Qualification:

Examination Passed	University/Board	Year	Total Marks	Marks Obtained	Percentage of marks
Madhyamik or Equivalent					
HS or Equivalent					
Graduation					

12. Computer knowledge:...
    (With name of the Institution)...

13. Language known:
    a. Can Speak:...
    b. Can write:...
    c. Cand Read:...
14. Any Other information:..

Declaration

I do hereby declare that all the statements mentioned above are true to the best of my knowledge and belief, 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 once for this post and I am a resident of Jalpaiguri District and at any time it is found that I have applied more than one application for this Block , my candidature is liable to be cancelled.

Date: ....

Full Signature of the Applicant