Government of West Bengal
Office of the Sub-Divisional Officer, Purulia Sadar
P.O. – Purulia, District – Purulia (W.B), Pin-723101
✉: sdosadareast2015@gmail.com

Memo No: 60/SDO/S/PRL **Date: 16/01/2023**

NOTICE

Notice is hereby given, in pursuance of Memo No. 77(24)/I/ESTT/02/CMDMP-PRL/15 dated 03.06.2015 of District Magistrate, Purulia (Mid-Day Meal Cell) read with Memo No. 139(2)/I/ESTT/02/Pt-I/CMDMP-PRL/22 dated 23/08/2022 of Addl. District Magistrate, Purulia (Dev.), Purulia (Mid-Day Meal Cell), for engagement of 1 (One) Data Entry Operator (DEO) under CMDMP purely contractual basis for Purulia Municipality.

Applications are invited from eligible candidates for the above post.

Eligibility Criteria:-

A	Educational Qualification	Graduation in any branch form any recognized university and having certificate in computer application {at least 6(Six) months' course from Govt. registered institution}.
B	Technical Knowledge	Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet and having minimum typing speed of 30 (thirty) words per minute.
C	Age	40 years or less as on 01.01.2023 with relaxation 5 Years for SC/ST and 3 Years for OBC Candidates as per Govt. norms

1. Mode of Selection:-

It will be a 3 (Three) stage selection process; candidates will be shortlisted on the basis of academic qualification in the ratio of 1:10. Shortlisted candidates will have to appear for computer test and interview. Final selection will be made on the basis of total marks obtained in academic qualification, computer test and interview. If the marks are equal then preference is to be given to the candidate inter se senior in ***age as on 01.01.2023***.

The distribution of marks on academic qualification, computer test and interview will be as follows:-

Academic Qualification: 30 Marks

i) For Madhyamik Pariksha or Equivalent: Max. 10 Marks (proportionate marking i.e. % obtained in the Exam *10/100)
ii) For Higher Secondary or Equivalent: Max. 10 Marks (proportionate marking i.e. % obtained in the Exam *10/100)
iii) For Graduation: Max. 10 Marks (proportionate marking i.e. % obtained in the Exam *10/100)

Computer Test: 10 Marks
Interview: 10 Marks
Total: 50 Marks

2. Payment

Name of Post	No. of Post	Required Qualification	Age Limit	Professional fees per month
DEO	01	As stated above		Consolidated Fee of Rs. 13,000/- subject to enhancement @ Rs. 500/- per year during first 5(five) years and thereafter @ Rs. 600/- per year in terms of F.D's Memo No. 5859- F(Y) Dt. 22.07.2013 and 1032-F(P2) dt. 08.02.2019

3. Process of Application:-

i) Application should be made in prescribed format which will have to be downloaded from Purulia District Official website **https://purulia.gov.in**

ii) Application should be sent in a closed/sealed envelope, superscribed ***"APPLICATION FOR THE POST OF DEO UNDER CMDMP FOR PURULIA MUNICIPALITY" – by post / courier only***.

iii) Self-attested Photo copies of all testimonials / documents of Educational Qualification, Technical Knowledge and Photo copy of SC/ST//OBC certificate in case of age relaxation must be submitted along with the application form.

iv) **Sealed/ closed envelope containing Application may be submitted by post/ courier only so as to reach the said Office within 22.02.2023 by 4:30 p.m. positively.** Application submitted through any other communication channel will be rejected. Incomplete application or application with defect or without requisite enclosure or application reached to the said Office after the stipulated date and time will also be summarily rejected without any intimation to the applicant. The sealed envelope shall be posted **"To the Sub-Divisional Officer, Purulia Sadar, at Office campus of the District Magistrate, Purulia, P.O. + Dist. – Purulia, Pin – 723101.**

v) **Last date and time of receiving Application by post / courier in this office are 22.02.2023 upto 4:30 P.M.**

vi) The names of shortlisted candidates who are to appear for Computer Test and Interview will be published in this office notice board and Purulia District Official Website **https://purulia.gov.in**

vii) Date of Computer Test and Interview will be published on office notice board and Purulia District Official Website **https://purulia.gov.in**

4. Terms & Conditions:-

i) Selection of DEO will be done by a Selection Committee comprising of Sub-Divisional Officer Purulia Sadar, District Informatics Officer, NIC, Purulia & Executive Officer, Purulia Municipality from among the applicants whose applications will be received in response to this notice and the candidates whose names will be sponsored by the Employment Exchange. Short listing will be done in the ratio of 1:10 on the basis of Marks of Academic Qualification.

ii) The DEO so engaged by the selection committee will be for a period of one year or less subject to renewal of contract on monthly or yearly basis by the Head of Office concerned.

iii) Such engagement may be terminated at the completion of the job or at the end of the project whichever is earlier.

iv) The engagement may be terminated by the Head of Department/Head of Office on the basis of recommendations of IT Dept./ NIC Project Leader or the Project-in-Charge for unsatisfactory service, misconduct etc. of the incumbent concerned.

Sub-Divisional Officer
Purulia Sadar

Memo No. 60/1(9) /SDO/S/PRL **Date :16/01/2023**

Copy forwarded for kind information ant taking necessary action to:-

1. The District Magistrate, Purulia.
2. The Additional District Magistrate (Dev.), Purulia.
3. The Additional Executive Officer, Purulia Zilla Parishad with request for arrangement to display the Notice in the notice board for wide publication..
4. The Officer-in-Charge, CMDMP, Purulia.
5. The DIO, NIC, Purulia with a request to upload this notice along with application form in Purulia District Official Website **https://purulia.gov.in.**
6. The District Employment Officer, Employment Exchange, Purulia. Such names, if any shall be sent to this office within prescribed timeline in proper format duly signed by the applicant enclosing mandatory documents of the applicants.
7. The Post Master, Purulia Head Post Office with request for arrangement to display the Notice in the notice board for wide publication..
8. The Executive Officer, Purulia Municipality with request for arrangement to display the Notice in the notice board for wide publication.
9. The DICO, Purulia with request for arrangement to display the Notice in the notice board for wide publication in a local vernacular newspaper.

Sub-Divisional Officer
Purulia Sadar