

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
ISLAMPUR : UTTAR DINAJPUR
(MDM SECTION)**

NOTICE

(Engagement of Data Entry Operator under Mid-Day-Meal Programme for Dalkhola Municipality on contractual basis.)

Memo No.134/MDM/P&RD/2014

Dated: 08/08/2014


Applications are invited from eligible candidates having the following qualification for the engagement of Data Entry Operator (CMDMP) on purely contractual basis under Dalkhola Municipality, Uttar Dinajpur as per prescribed format enclosed herewith:

- | | |
|------------------------------|--|
| 1. Name of the Post | : Data Entry Operator(Contractual) |
| 2. No. of Post | : 01(One) |
| 3. Professional fee | : 11000/- per month subject to enhancement
@Rs.500/- per year during 1 st 5 years and
Thereafter @Rs.600/- per year in terms of Finance
Department Memo No.5859-F(Y), dt.22/07/2013. |
| 4. Educational Qualification | : - Graduate in any discipline from any recognized
University. Certificate in Computer Application from
a reputed & recognized Institute. |
| 5. Age | : As per Existing Govt. Rule.(18 -37 years) as on 08.08.2014
(Age relaxation for SC/ST/OBC as applicable) |
| 6. Last Date of submission | : 25/08/2014 |
| 7. Date of Examination | : 21/09/2014 |

Engagement shall be made purely temporary on contractual basis and may be terminated at the completion of job or end of the project whichever is earlier or performance of data entry operator in a project is found to be not satisfactory, the department / authority may terminate service of DEO based on the recommendation of IT Deptt./NIC Project leader or Project-in-charge.

Mode of Exam: The candidates shall have to appear for a written examination. The written examination will consist of one paper of 50 marks. The duration of written examination shall be 1(one) hour. On the basis of result of Written Test, eligible candidates will be called for Computer Practical and Personality Test. A final panel will be prepared on the basis of the result of the total marks obtained in the Written Examination, Computer Test and Personality Test. No TA/DA will be given for the purpose of attending the Written, Practical or Personality Test.

Application in prescribe format along with two passport size photographs, self attested copies of certificates for age proof, educational qualification and two self addressed envelopes of which one affixed with postal stamp of Rs. 5.00/- should be submitted within 25/08/2014 by post to the Chairman, Selection Committee, Dalkhola Municipality & Sub-Divisional Officer, Islampur, Uttar Dinajpur. Application may also be dropped in Drop Box kept in the office of the undersigned, for the said purpose on working days between 10.00 a.m to 5.00 p.m (except Saturday, Sunday & Holiday). The envelope containing the applications should clearly superscribe "APPLICATION FOR THE POST OF DATA ENTRY OPERATOR, DALKHOLA MUNICIPALITY". The authority shall not be responsible for any postal delays.


Chairman of the Selection Committee
Dalkhola Municipality
&
Sub-Divisional Officer
Islampur : Uttar Dinajpur.

