



**Government of West Bengal**  
**Office of the BLOCK DEVELOPMENT officer**  
**Kalna -I development block**  
**burdwan**

**NOTICE**

**Employment Notice No. 01/K-I/CMDMP/2015**

**Date: 07/01/2015**

Applications are invited in terms of Memo No. 303(21) - ES (CMDMP)/Estt-OS/2013, dated 19.05.2014 of the PD, CMDMP, School Education department, Government of West Bengal for engagement of **Data Entry Operator** on contractual basis under CMDMP for Kalna-I Block as described below:

1. No. of Post: 01
2. Professional fees: ` 11,000/- per month (consolidated) subject to enhancement ` 500/- per year during first 5 (five) years and there after @ ` 600/- per year in terms of Finance Department Memo No. 5859-F(Y), dated 22/07/2013.

**Eligibility:**

Educational Qualification: Minimum Graduation in any branch with certificate in computer application from any government recognized institute.

Age: Maximum 40 years as on 01.01.2015 for General Candidates; relaxable by 3 years for the OBC/PH candidates and 5 years by the SC/ST Candidates.

**How to Apply:**

Apply to the BDO and Chairperson, Block-level Selection Committee in prescribed format.

The application Form is either to be downloaded from the website: [www.bardhaman.nic.in](http://www.bardhaman.nic.in) or may be neatly computer-typed as per enclosed format.

***Attach self attested photocopies of the documents with the application:***

- I. Admit Card of Madhyamik or equivalent for age-proof.
- II. Mark sheets of all qualifications up to Graduate level
- III. Certificate of Computer Application
- IV. Experience certificate in the computer related work (if any)
- V. SC/ST/OBC-A/OBC-B/PH Certificate (if applicable)

Applications will be received in the Kalna-I Block Development Office on working days from 11.00 AM to 3:00 PM against receipt after entry in the register. Applications sent by post may be received but in that case no receipt will be given.

**Last Date of receipt of Application: 22.01.2015 up to 3.00 PM**

**Selection Procedure:**

Candidates will have to appear in a Written Test of 30 Marks (Comprehension of English 10 Marks, Mathematics 10 Marks, and Mental Ability/Test of Reasoning 10 Marks). Only the Shortlisted candidates on basis of the marks obtained in the Written Test will be called for the Computer Proficiency Test (50 Marks) followed by Interview (20 Marks). Final Panel will be prepared on merit basis as per total marks obtained in the Written

Test (30 Marks), plus Computer Proficiency Test (50 Marks) which include English Typing (15 marks), Internet Test (10 marks), MS-Excel with formula (20 marks), MS-Word (5 marks), and Interview (20 Marks).

**Date of Written Test: 08 February 2015 (Sunday); Time: 10.00 AM – 11.00 AM**

Venue will be intimated in the Admission Letter. No TA/DA will be paid.

N.B. If any candidate does not receive his/her Admission Letter by 05.02.2015, then he/she should approach the Kalna-I Block office on 06.02.2015 during office hours and on 07.02.2015 from 10.00 AM to 1.00 PM.

**Condition:**

- 1) 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.
- 2) Financial implication for payment professional fees to the DEO will proceed against the Budget Provision of Management, Monitoring and Evaluation (MME) fund under the CMDMP.
- 3) Monthly professional fees shall be drawn in terms of the Finance Department Memo No. 5859-F (Y), dated 22.07.2013.
- 4) Such engagement may also be terminated at the completion of the job or at the end of the project whichever is earlier.
- 5) The engagement may also be terminated by the Head of Office for unsatisfactory service, misconduct, etc. of the incumbent.

Enclosed: As stated

**Block Development Officer  
And  
Chairperson, Block-level Selection Committee  
Kalna-I Development Block**

**Memo No.35(23)**

**Date: 07/01/2015**

1. The District Magistrate, Burdwan (Food Section)
2. The Sub-Divisional Officer, Kalna
3. The Deputy Director of Employment, District Employment Exchange, Kalna with a request to give a notice in the Employment Bank.
4. The DIO, NIC, Burdwan with a request upload the notice along with the enclosed format in the district website.
5. The SDICO, Kalna with request to arrange for display of a scroll in the local Cable Networks.
- 6-14) The Prodhan (All), \_\_\_\_\_ Gram Panchayat
- 15-22) The Block Medical Officer of Health/The Block Land and Land Reforms Officer/Additional District Sub-Register/Child Development Project Officer/Block Livestock Development Officer/Assistant Director of Agriculture, Kalna-I/SI of Schools (East)/SI of Schools (North)
- 23) The Office Notice Board

**Block Development Officer  
And  
Chairperson, Block-level Selection Committee  
Kalna-I Development Block**

**Application for Data Entry Operator (DEO), Cooked Mid Day Meal Programme (CMDMP) for Kalna-I Block**

Ref: Employment Notice No. 01/K-I/CMDMP/2015, dated 06/01/2015

To  
The Block Development Officer  
And  
Chairperson, Block-level Selection Committee  
Kalna – I Development Block

Paste a recent  
passport size  
self-signed  
photograph

Sir,  
I beg to apply for the post of DEO under CMDMP of Kalna-I Block

My particulars are furnished below:

1. Full name (In Block letter):
2. Name of Father/ Husband:
3. Date of Birth (DD/MM/YYYY) :
4. Sex (M/F):
5. Nationality (Indian/ Others):
6. Permanent Address:
  
7. Address for communication:
  
8. Category (SC/ ST/ OBC-A/ OBC-B/ General):
9. Physically Handicapped (Yes/ No):
10. Educational Qualification:-

Sl No	Name of Examination	Total Marks	Marks Obtained	% of marks Obtained	Class/ Division/ Grade
1	MP (10 <sup>th</sup> Level)				
2	HS (10 + 2)				
3	Graduation BA/BSc/BCom/ (Hons)				
4	PG (MA/MSc/ MCom)				

11. Computer application certificate (Yes/ No):
12. Experience( if any):

**Declaration:**

I, Sri/Sm ....., hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled.

Yours faithfully

Date:...../01/2015  
Place:

.....  
(Signature of the applicant)

**Enclosure:**

- i. Admit Card of Madhyamik or equivalent for age proof.
- ii. Mark Sheets of all qualifications upto Graduate level.
- iii. Certificate of Computer Application.
- iv. Experience certificate in computer related work.
- v. SC/ ST/ OBC-A/ OBC-B/ PH Certificate.

Received one application form (contents not verified) from .....son/ daughter/  
wife of ..... on ...../01/2015.

Signature with receiving seal

**ADMISSION LETTER**

**Written Test for Recruitment of DEO under CMDMP of Kalna-I Block**

(For Office use)

Roll No: 

K1				
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Paste a recent passport size self- signed photograph
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Date of Examination: 8<sup>th</sup> February, 2015 (Sunday)

Time of Examination: 10.00 AM to 11.00 AM

Venue:

(To be filled up by the candidate)

1. Name of the Candidate (in Block Letter):
2. Father's / Husband's Name:
3. Address:

**Block Development Officer  
And  
Chairperson, Block-level Selection Committee  
Kalna-I Development Block**

.....  
(To be detached at the Examination Hall)

**ADMISSION LETTER**

**Written Test for Recruitment of DEO under CMDMP of Kalna-I Block**

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Paste a recent passport size self- signed photograph
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1. Name of the Candidate (in Block Letter):
2. Father's / Husband's Name:
3. Address:

Full Signature of the Candidate (In presence of Invigilator)	Signature of the Invigilator

- Candidate should sign exactly in the same style as in the Application Form.