



Government of West Bengal
Office of the Block Development Officer
MID- DAY- MEAL SECTION
Balarampur Development Block
P.O.- Rangadih, Dist.- PURULIA, PIN:-723143

NOTICE

A notice is hereby given that vide Memo No. 77(24)/ESTT/03/CMDMP-PRL/13 and dated 03.06.2015 of the District Magistrate, Purulia Mid-Day Meal cell, one eligible person will be engaged as **Data Entry Operator under CMDMP** on contractual basis at Balarampur Development Block.

1. Eligibility Criteria

A	Educational Qualification	Graduation in any branch from any recognized university and having certificate in computer application (at least 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 on the 01.01.2015 with age relaxation for the SC/ST candidates fixed at 45 years and that OBC/PH candidates at 43 years.

2. Mode of selection

It would be a 3(three) stage selection process. Candidates will be shortlisted accordingly on the basis of academic qualification *in the ratio of 1: 10*. Shortlisted candidate would 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 the 01.01.2015.*

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

Academic Qualification: 30 Marks (First Phase Selection Mode)

- i) For MP or Equivalent: Max. 10 Marks (Proportionate marking i.e % obtained in the Exam*10/100)
- ii) For HS 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 : Max 10 Marks
Interview : Max 10 Marks
Total : 50 Marks

3. Payment :

Name of Post	No Of Post	Required qualification	Age Limit	Professional fees per month
DEO	01	As stated above		Rs 11,000/- subject to enhancement @Rs 500/- per year during first five year and thereafter @ Rs 600/- per year in terms of F.D 's memo no 5859-F(Y) dt: 22.07.2013

4. Process of Application:-

- i) Application should be done in prescribed format, should be downloaded from block website www.balarampurblock.in
- ii) Application should be reached to this office in office hours from 11:00 AM to 4:30 PM to the receive section.
- iii) Application should be in a closed/ sealed envelope, on which **APLLICATION FOR THE POST OF DEO UNDER CMDMP** should be written.
- iv) Xerox copies of all Educational Qualification, Technical Knowledge and Xerox copy of SC/ST/OBC certificate in case of age relaxation must be given along with the Application form duly attested by the candidate him/herself.
- v) Last date of receive Application **08.07.2015 up to 4.30 PM**
- vi) List of Shortlisted candidates to appear for computer test and interview will be published on office notice board on **14.07.2015 at 12 O'clock.**
- v) Date of computer test and interview will be published on notice board on **14.07.2015 at 12 O'clock too.**


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Copy forwarded for kind information to:-

- 1) The District Magistrate, Purulia
- 2) The Additional District Magistrate (Dev.), Purulia
- 3) The OC, CMDMP, Purulia
- 4) The Savapati, Balarampur Panchayat Samity
- 5) The BMOH, Balarampur with a request to display on notice board.
- 6) The CDPO, Balarampur with a request to display on notice board.
- 7) The OC, Balarampur Police Station with a request to display on notice board.
- 8) The Station Master, Rail Station, Balarampur with a request to display on notice board.
- 9) The BLDO, Balarampur with a request to display on notice board.
- 10) The BL & LRO, Balarampur, with a request to display on notice board.
- 11) The SI of School, Balarampur Circle with a request to display on notice board.
- 12) The SI Of School, Balarampur North Circle with a request to display on notice board.
- 13) The Post Master, Rangadih Sub-Post Office with a request to display on notice board.
- 14) – 15) All Pradhan
- 16) The Editor, Manbhum Sambad
- 17) The Editor, Purulia Darpan
- 18) The Editor, Sambad
- 19) Office Notice Board
- 20) DEO, Balarampur with a request to upload this notice along with Application Format to the block website www.balarampurblock.in.


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13) TECHNICAL EDUCATION AND OTHER COURSES ATTENDED.(Computer Oriented)

SL NO	NAME OF TRAINING / COURSES ATTENDED	NAME OF INSTITUTE	DURATION		
			From	To	Subjects

Declaration:

I hereby declare that all the statements made by me in the application form and information sheet are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action.

Date:
Place:

Signature of the Candidate

(FOR OFFICE USE ONLY)

SI No	Name of Academic Examination	% of Marks	Marks obtain as per norms	
			Full Marks as per Mode of Selection	Within Max 10 Marks , Proportionate marking i.e. % obtained in the Exam* 10/100
1	SSC/X/Matric		10	
2	Higher Secondary / XII		10	
3	Graduation.		10	
Total Marks			30	

Signature of DEO

Signature Of Nodal Officer

Countersign of Block Development Officer

Balarampur Development Block