

**Government of West Bengal**  
**Office of the Sub-Divisional Officer, Kalna**  
**Kalna : : Purba Bardhaman**

No. 956(21)/Dev.

Dated, Kalna, the 21<sup>st</sup> November, 2017.

**NOTICE**

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 Municipality as described below:-

1. No. of Post : 01 (Unreserved).
2. Professional fees : ₹ 11,000/- per month (consolidated) subject to enhancement ₹ 500/- per year during first 5 (five) years and thereafter @ ₹ 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: *Minimum 18 years and Maximum 40 years as on 01.01.2017 for General Candidates ; relaxable by 3 years for the OBC/PH candidates and 5 years for the SC/ST candidates.*

**How to apply:**

Apply to the Sub Divisional Officer and Chairman, Municipality-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.
- 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).
- VI. One Self-addressed 26 cm x 11 cm stamped (Rs. 10/-) envelope.

Applications along with filled in Admission Card may be submitted in the Office of the Sub-Divisional Officer, Kalna on working days from 27.11.2017 to 19.12.2017 from **11.00** am to **3.00** pm. Applications sent by post may be received but in that case no receipt will be given.

**Last Date of receipt of Application: 19.12.2017 up to 03.00 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), Computer Proficiency Test (50 Marks) which include English Typing (10 Marks), Internet Test (10 Marks), MS-Excel with formula (20 Marks), MS-Word (10 Marks) and Interview (20 Marks). Date of Computer Test and Interview will be duly intimated.

**Date of Written Test: 7<sup>th</sup> January, 2018 (Sunday); Time: 12 Noon to 1 PM.**

No TA/DA will be paid.

N.B. If any candidate does not receive his/her Admission Card by 02.01.2018, he/she should approach the Office of the Sub-Divisional Officer, Kalna in between 03.01.2018 to 05.01.2018 with a prayer of intimation and proof of submission of application during office hours for issuing duplicate Admission Cards.

**Condition:**

1. The engagement 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 of 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**

**Sub-Divisional Officer, Kalna**

**Chairman, Municipality-level Selection Committee for  
Kalna Municipality**

**Memo No. 956(21)/Dev., Dated, Kalna, the 21<sup>st</sup> November, 2017.**

Copy forwarded for information with a request to display in the Notice Board for wide publicity to-

1. The District Magistrate, Purba Bardhaman (Food Section).
- 2-6. The Block Development Officer, Kalna-I/Kalna-II/Monteswar/Purbasthali-I/Purbasthali-II Development Block.
7. The Chairman, Kalna Municipality.
8. The Deputy Director of Employment, District Employment Exchange, Kalna with a request to give a notice in the Employment Bank.
9. The DIO, NIC, Burdwan with a request to upload the notice along with the enclosed format in the district website.
10. The SDICO, Kalna with a request to arrange for display of a scroll in the local Cable Networks.
- 11-20. The SDPO, Kalna/ The Station Manager, Ambika Kalna Railway Station (ER)/ The ACMOH, Kalna/ TheSDL & LRO, Kalna/ The ADSR, Kalna/ The SCF & S, Kalna/ The ADA(Admn), Kalna/ The AI of Schools, Kalna/ The Post Master, Kalna Post Office/ The ALC, Kalna.
21. The Office Notice Board.

**Sub-Divisional Officer, Kalna**

**Chairman, Municipality-level Selection Committee for  
Kalna Municipality**

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

Ref: No. 956(21)/Dev., Dated, Kalna, the 21<sup>st</sup> November, 2017 of the Sub-Divisional Officer, Kalna & Chairman, Municipality-Level Selection Committee for Kalna Municipality.

To  
**The Sub-Divisional Officer, Kalna &  
Chairman, Municipality-level Selection Committee  
Kalna Municipality**

Paste a recent  
passport size  
colour  
photograph and  
sign in full across  
the photograph.

Sir,  
I beg to apply for the post of DEO under CMDMP of Kalna Municipality.

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 with Pin code:
8. E-mail Id:
9. Mobile No.
10. Category (SC/ST/OBC-A/OBC-B/General):
11. Physically handicapped (YES/NO):
12. Educational Qualifications:-

Sl No.	Name of the Examination	Total Marks	Marks Obtained	% of Marks Obtained (excluding additional sub)	Class/Division/Grade
1.	MP (10 <sup>th</sup> Level)				
2.	HS (10+2)				
3.	Graduation				
4.	PG				
5.	Others				

1. Computer Application Certificate (with brief details of Certificate, Diploma, Degree) (Yes/No):
2. Brief of Working Experience (if any):

**Declaration:**

I, Sri/Smt. .... has gone through the advertisement and related conditions and do hereby declare that all statements made in this application are 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:

Place:

.....  
(Signature of the applicant)

Enclosure:

- i. Admit Card of Madhyamik or equivalent for age proof.
- ii. Mark Sheets of all educational qualifications.
- iii. Certificate of Computer Application.
- iv. Experience certificate on computer related work.
- v. SC/ST/OBC-A/OBC-B/PH certificate.
- vi. One self-addressed 26cm x 11cm stamped (Rs. 10/-) envelope.

Received one application from (contents not verified) from ..... son/ daughter  
/wife of..... on / /2017.

Signature with receiving Seal

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**ADMISSION CARD**

**Written Test for Recruitment of DEO under CMDMP of Kalna Municipality**

(For Office use)

Roll No. 

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Date of Examination: **07<sup>th</sup> January, 2018.**

Reporting Time : **11.30 AM**

Venue:

Paste a recent  
passport size  
colour photograph  
and sign in full  
across the  
photograph.

(To be filled by the candidate)

1. Name of the Candidate (In Block Letter):
2. Father's / Husband's Name:
3. Address with Pin Code:

**Sub-Divisional Officer, Kalna  
&  
Chairman , Municipality-level Selection Committee for  
Kalna Municipality**

(To be detached at the Examination Hall)

**ADMISSION CARD**

**Written Test for Recruitment of DEO under CMDMP of Kalna Municipality**

Roll No. 

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Date of Examination: **07<sup>th</sup> January, 2018.**

Reporting Time : **11.30 AM**

Venue:

Paste a recent  
passport size  
colour  
photograph and  
sign in full across  
the photograph.

(To be filled by the candidate)

1. Name of the Candidate (In Block Letter):
2. Father's / Husband's Name:
3. Address with Pin Code:

Fill Signature of the Candidate	Signature of the Invigilator

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

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