Memo No: 592

Date: 13-03-2020

**NOTICE**

Applications are invited from candidates for selection to the following post in the office of the Block Development Officer, Kharagpur - I Dev. Block. Wiling candidates are required to drop hard copies of application forms with testimonials supporting age, educational qualification, computer certificate, experience certificate and place of residence duly self attested along with contact no. within 4 pm of 27-03-2020 (Except Saturday, Sunday & Govt. Holidays) in the Office of the Block Development Officer, Kharagpur - I Dev. Block by hand or through register post.

<table>
<thead>
<tr>
<th>Name of Post</th>
<th>Mid-day-Meal Data Entry Operator (MDM DEO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remuneration</td>
<td>Rs. 13000/- as per latest Govt. order</td>
</tr>
<tr>
<td>No. of Post</td>
<td>1 (One) (Unreserved)</td>
</tr>
<tr>
<td>Service Type</td>
<td>Purely Contractual basis</td>
</tr>
<tr>
<td>Age</td>
<td>Age Limit - Not less than 18 years &amp; not more than 42 years of age as on 1st January 2020 &amp; as per Govt. Extant Rule, age relaxable to SC, ST &amp; OBC Candidates as per prevailing Act. &amp; Rules of Govt.</td>
</tr>
<tr>
<td>Essential Qualification</td>
<td>1. Graduate in any discipline</td>
</tr>
<tr>
<td></td>
<td>2. Certificate in Diploma in Computer Application from a reputed and recognized institute</td>
</tr>
<tr>
<td>Desirable Qualification</td>
<td>1. Minimum Two years Experience in this job preferable.</td>
</tr>
<tr>
<td></td>
<td>2. Preferably a resident of the Paschim Medinipur District area</td>
</tr>
</tbody>
</table>

**Date & time of interview will be made known through call letter.**

**Terms & Conditions**

1. Interested candidates, fulfilling the above qualifications will be asked to appear for interview later on. The date and time of the same will be informed later on.
2. Application for the post of MDM DEO, MDM Section must reach within 4 pm of 27.03.2020 (Except Saturday, Sunday & Govt. Holidays) in the Office of the Block Development Officer, Kharagpur - I Dev. Block.
3. Subject to fulfilment of the criteria of Selection which will be done by evaluation out of 50 marks contains 3 stages as mentioned below:
   A) **First Stage**: Academic Merit and Experience of candidate: 20 marks in proportion to % of marks obtained by candidate [Secondary(MP) - 5; HS - 5; Graduation - 5 and 5 for proportional experience in 2 years or above in data entry from any Govt./Project/Govt undertaking Office or 0 otherwise] - top 15 candidates as per merit will be selected in scrutiny for 2nd stage.
   B) **Second Stage**: Computer Test: 25marks practical computer test - top 5 candidates based on academic merit, experience and computer test will be selected for interview.
   C) **Interview**: 5 Marks. Final Merit List will be prepared on the basis of marks obtained by the candidate in aggregate of First, Second and Third Stage - top 3 candidates will be listed.
4. Candidates are required to produce original certificates at the time of computer test and interview which will be returned to them.
5. No TA/DA will be paid for appearing in examination and interview.
6. The Decision of selection committee will be final and binding in all respects.

**Memo No.: 592/1(44)**

Copy forwarded for information to:
1. The District Magistrate, (MDM Department), Paschim Medinipur.
2. The Sabbadhipati, Paschim Medinipur Zilla Parishad.
3-5 The Sub-Divisional Officer, Kharagpur / Medinipur Sadar / Ghatal.
6. The DIO, Paschim Medinipur please upload in the Paschim Medinipur District website for wide publication.
7. The Sabbapati, Kharagpur - I Panchayat Samity.
8-28 The BDO (All), ......................... Dev. Block, Paschim Medinipur.
29-35 The EO (All), ......................... Municipality, Paschim Medinipur
36. The MDM – in - Charge, Kharagpur - I Panchayat Samity
37-43 The Pradhan (All), ....................... Gram Panchayat, please put this notice in your office notice board.
44. The Office Notice Board, Kharagpur - I Block.
APPLICATION FORMAT

1. NAME (in Capital) : ____________________________

2. Name of Father/Husband : ____________________________

3. Residential Address (in Capital)
   Present : ____________________________
   Permanent : ____________________________
   Contact No. (MOBILE) : ____________________________

4. Sex (Male / Female) : ____________________________

5. Date of Birth : ____________________________

6. Nationality : ____________________________

7. Educational Qualification :

<table>
<thead>
<tr>
<th>Examination Passed</th>
<th>Board / Council / University</th>
<th>Year of Passing</th>
<th>% of Marks</th>
<th>Division / Class / Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Computer Knowledge Qualification :

<table>
<thead>
<tr>
<th>Examination Passed</th>
<th>Board / Council / University</th>
<th>Year of Passing</th>
<th>% of Marks</th>
<th>Division / Class / Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Experience in Job Preferable :

10. Description of attachment
    for the point 3, 5, 6, 7 & 8 :

    Date :
    Place :
    Contact No. :

______________________________
Signature of Applicant
How to apply: Application in the prescribed format may be deposited either by hand or by register post, but it must be reached to the Officer in Charge, Mid-day-Meal Section in the Office of the Block Development Officer, Kharagpur - I Dev. Block, Satkui, Matkatpur, Paschim Medinipur, PIN - 721305 on or before 27-03-2020 within 4:00 P.M. [Except Saturday, Sunday & Govt. Holidays] in the prescribed format along with self attested Photocopies of the following testimonials, a. Proof of Age(Only Birth Certificate / Madhyamik Admit card), Proof of Nationality, Proof of essential qualification & Certificate of Computer Knowledge, Proof of experience, if any. Two copies of recent Passport size colour photograph are required, one is to be pasted at proper place of the application proforma and another should be attached with application by jems clip.

Envelope containing application shall be super scribed as: "APPLICATION FOR THE POST OF MID-DAY-MEAL DATA ENTRY OPERATOR OF CMDMP FOR KHARAGPUR - I". Incomplete application or application received after prescribed date and time shall be rejected forthwith.

1. Canvassing of any kind either from the part of the candidate or by any other person will cause cancellation of candidature of concerned candidate.
2. All the original document must be produced at the time of practical/computer efficiency test before the authority for verification otherwise the screened applicant will not be allowed to appear at the test.
3. If any declaration made by the applicant is proved false at any stage of selection and recruitment or even after engagement his/her candidature will summarily be cancelled or engagement would be terminated as the case may be.
4. Engagement shall be made for a period of one year and yearly reengagement will be made on prayer of the incumbent provided he/she can serve satisfactorily. Regarding engagement and reengagement this office can take any decision without assigning any reason.
5. Terms and conditions: No selected person shall have any claim for permanent employment as this is purely a temporary assignment as the Contract will be terminated at the completion of the job or at the end of the project whichever is earlier. It can also be terminated by the Head of the Department / Office on the basis of recommendations of IT Department / NIC Project Leader or the Project-in-Charge for unsatisfactory service, misconduct, etc. of the incumbent concerned.