



**GOVERNMENT OF WEST BENGAL**  
**Office of the District Magistrate & Collector, Purba Medinipur**  
P.O. & P.S.-Tamluk, ☆ Dist.-Purba Medinipur  
**Mid-Day Meal Section**  
☎ 03228-263151, ☎ 03228-263151  
✉ mdmsection@gmail.com

EMPLOYMENT NOTIFICATION NO. 209/XXXXIII/(17)/MDM

DATE : 14/12/2016

**ENGAGEMENT NOTICE FOR THE POST OF 'DATA ENTRY OPERATOR' ON CONTRACTUAL BASIS UNDER PURBA MEDINIPUR DISTRICT MID-DAY MEAL PROGRAMME**

In pursuance of the order of the Project Director, CMDMP, School Education Department, Government of West Bengal vide Memo. No. 303(21)-ES(CMDMP)/ESTT-02/2013<sup>PT</sup> dated 19.05.2014, applications in prescribed format are invited from Indian citizen for the post of 'Data Entry Operator' on contractual basis under Cooked Mid-day Meal Programme in the office of the various Blocks & Municipalities under Purba Medinipur District. Willing candidates shall be required to apply online in the website <http://www.purbamedinipur.gov.in>. Candidates must go through the instruction thoroughly and carefully before submitting online application. Any omission/suppression of information shall be liable to rejection of application or candidature at any stage of the process without any further intimation. **Application received from any other source except online mode will not be entertained.**

The conditions so prescribed shall not be relaxed. Appointments will be issued on contractual basis. The relevant particulars are stated in the succeeding paragraphs.

**Opening date for online application : 15/12/2016**

**Last date of online submission of application : 30/12/2016 upto 5.30 P.M.**

Name of the post	Required qualification	Age limit	Professional fees per month	Approximate No. of vacancy	Selection Criteria
Data Entry Operator	Graduation in any branch with certificate in computer application.	As per extant Govt. rule (Age as on 01.01.16).	Rs. 11,000/- consolidated subject to enhancement @ Rs. 500/- per year during first 5 years and thereafter @ Rs. 600/- per year.	<b>Total - 05</b> District Head Qtr-01 Tamluk Dev. Block-01, Mahisadal Dev. Block-01, Ramnagar-I Dev. Block-01, Contai Municipality-01.	Written Examination-70 marks, Computer test-20 marks & Personal interview-10 marks

**Terms of reference :-**

- The applicant must obtained the above mentioned qualification on or before the date of publication of the advertisement.
- Date of birth as recorded in Madhyamik or Equivalent admit card/ certificate will only be accepted.
- Candidates should have valid email ID & mobile no. which should be kept active till the declaration of results.
- No TA / DA is allowed for attending written test / Computer test / Personal interview.

*AKM*



- Any attempt to unduly influence, the selection process will lead to automatic disqualification of the applicant.
- Short listed candidate are supposed to furnish certificates in original in support of their age proof & qualification (both academic & computer) as mentioned above as and when asked by the selection committee. Failing which, their candidature shall be rejected without any further communication.
- Date/time & venue of written test will be intimated in the Admit Card.
- The District Level Selection Committee, Purba Medinipur will publish a notification stating the date and time of Written Examination and it will be available in the website <http://www.purbamedinipur.gov.in> in 'recruitment' section after closing date of submission of application.
- As soon as the said notification is published, the applicant will have to download the Admit Card which will be available in the website <http://www.purbamedinipur.gov.in> in 'recruitment' section.
- After downloading of the Admit Card, a printout is to be taken.
- The lower part of the Admit Card is to be signed by the applicant in presence of the invigilator on the day of examination and to be handed over to the invigilator.
- **The candidate shall have to bring with him/her exactly the same original photo identity document which particulars have been entered in the online application to enter the examination hall viz. EPIC, PAN Card, Passport, UID (AADHAR CARD), Admit Card/Certificate of Madhyamik or equivalent with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. authority.**
- Candidate without Admit Card and any photo identity document as mentioned above shall not be allowed to enter in the examination hall.
- Submission of more than one application for one candidate is strictly forbidden.
- Candidates must abide by the instruction as may be given by the supervisor/invigilator of the examination centre. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable for expulsion from the examination hall and/ or such other punishment as the committee may deem fit to impose.
- A candidate who has been reported against by the supervisor/invigilator of the examination centre for violation of norms of examination hall shall be punished with cancellation of candidature and will also be debarred from appearing a future examinations/selections as may be decided by the committee depending on the circumstances/gravity of the case.
- Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall is **STRICTLY PROHIBITED**. Use of the same will lead to cancellation of candidature without giving an opportunity of being heard.

मध्याह्न भोजन योजना  
Mid Day Meal Scheme

  
Chairman, District Level Selection Committee,  
&

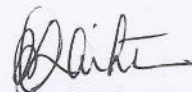
Additional District Magistrate (G.), Purba Medinipur.

Memo No. 209 /XXXXIII/(17)/MDM/38

Date: 14 / 12 / 2016

Copy forwarded for information and taking necessary action to:

- 1) The Sabhadhipati, PurbaMedinipurZillaParisad.
- 2) The District Magistrate& Collector, PurbaMedinipur.
- 3) The Sub-Divisional Officer, Tamluk / Haldia / Contai / Egra.
- 4) The Block Development Officer, ..... (All) for wide Publicity.
- 5) The Executive Officer, ..... (All) for wide Publicity.
- 6) The DIO, NIC, Purba Medinipur requested to publish the Engagement Notice to the district website for wide publicity.
- 7) Office Notice Board.

  
Chairman, District Level Selection Committee,  
&

Additional District Magistrate (G.), Purba Medinipur.