



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUB-DIVISIONAL OFFICER, RANAGHAT  
RANAGHAT, NADIA.  
(Mid Day Meal Section)

**NOTIFICATION**

Notification is hereby issued in terms of Memo no. 303(21)-ES (CMDMP)/Estt-05/2013, dated- 19/5/2014 of the PD, CMDMP, School Education Department, Govt. of West Bengal read with decision taken place in the meeting of selection committee for engagement of DEO under CMDMP for Santipur Municipality held on 20/12/16 for engagement of Data Entry Operator (DEO) on contractual basis under Cooked Mid Day Meal Programme (CMDMP) for the under mentioned urban body in the following scale.

Sl. No.	Name of Municipality	No. of post of DEO	Professional fees per month
1.	Santipur Municipality	1(One)	Professional fees at consolidated rate of Rs. 11,000/- per month subject to enhancement of Rs. 500/- per year during the first 5(five) years & thereafter @ Rs. 600/- per year in terms of F.D's Memo no. 5859-F(Y), Dated- 22/7/2013

**Eligibility:-**

- Educational qualification:** - Graduation in any branch with certificate in computer application from the Govt. recognized institutions with minimum six (6) month's duration.
- Age:** - Maximum 40 years as on 1/1/2017 for General Candidates; relaxable by 3 years for the OBC/PH candidates and 5 years for the SC/ST candidates.

**Selection procedure:-**

- 1) Each willing candidate in this regard will have to apply to the SDO cum Chairperson of Municipality level selection committee for Santipur Municipality as per enclosed proforma. The application form either be downloaded from the following websites namely- [www.nadia.nic.in](http://www.nadia.nic.in); [www.santipurmunicipality.org](http://www.santipurmunicipality.org) or may be collected from Development Section of this office from any of the working day during the working hours up to 2:00 pm on 13/1/2017.

Following self attested photocopies of the documents are to be attached by the applicant along with his/her original application:-

- i) Admit Card of Madhyamik/Equivalent Exam for age proof
- ii) Mark sheets of all qualifications up to Graduate level
- iii) certificate in computer application from the Govt. recognized institutions with minimum six (6) month's duration
- iv) Experience Certificate in the computer related work ( at least duration of 1 year) in public/private field
- v) SC/ST/OBC-A/OBC-B/PH Certificate

Applications will be received in the Development Section of SDO Office, Ranaghat located at Ground Floor of new administrative building of SDO Office, Ranaghat on all working days from 10:30 am to 5:00 pm up to 13/1/2017 after making entry in receipt register against proper receipt. **No single application in post or through courier or through e-mail/fax or via any other electronic & social networking medium will be received & entertained.**

**Last Date of Application – 13/1/2017 up to 5:00 pm.**

If the total no. of applications is equal to and below 20, the candidates will be called for computer proficiency test directly.

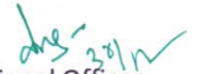
If the total no. of applications are more than 20 nos. , short listing of candidates will be made on the basis of marks obtained in Madhyamik/Equivalent Exam (30% wightage), Higher Secondary /Equivalent Exam (40% weightage), Graduation (25% weightage), Experience of computer related work in any institution (private/public body) (at least duration of 1 year) (5% weightage).

The shortlisted candidates will then be called for computer proficiency test.

Final panel will then be prepared by the selection committee on the basis of marks obtained in computer proficiency test which include English typing( 15 marks), Bengali typing( 15 marks) , Excel with formula ( 20 marks) , Internet test( 10 marks) . The validity of the said panel will be next 1(one) year from the very date of publication of the said panel.

**Conditions:-**

- 1) The DEOs 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 the Deptt./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 Cooked Mid-day Meal programme.
- 3) Monthly professional fees shall be drawn as per format issued by the Finance Deptt., Govt. of WB memo no. 5859-F9Y), dated- 22/7/13 (copy enclosed).
- 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 said engagement may also be terminated by the Head of the Deptt./Office on the basis of recommendation of the IT Deptt./NIC project leader or the project in-charge for unsatisfactory service , misconduct etc. of the incumbent concerned.

  
Sub-Divisional Officer,  
Ranaghat, Nadia & Chairman, Municipality  
level selection committee for Santipur Municipality

Memo. No. 655 /1(14) Dev. (R) - MDM

Dated: 30/12/16

Copy forwarded for kind information to & for making wide publicity thereon –

- 1) The District Magistrate, Nadia(CMDMP Cell)
- 2) The DIO, NIC, Nadia with a request to upload the notification along with the form in the district official NIC website.
- 3-7) The Chairman, Ranaghat/Santipur/Birnagar/Taherpur/Cooper's Camp Municipality/N.A.A
- 8-11) The BDO, Ranaghat-I/Ranaghat-II/Santipur/Hanskhali Dev. Block with request to ensure wide publicity of the afore said notification in his/her jurisdiction
- 12) The E.O, Santipur Municipality
- 13) The Deputy Director of Employment Exchange, Ranaghat with request to arrange for giving a notice in this regard in the Employment Bank website.
- 14) The SDI&CO, Ranaghat for arranging to publish this notification in two nos. of local newspapers immediately.

  
Sub-Divisional Officer,  
Ranaghat, Nadia & Chairman, Municipality  
level selection committee for Santipur Municipality

**Application for Data Entry Operator (DEO) under Cooked Mid Day Meal Programme (CMDMP) for Santipur Municipality**

Reference Notification No. 655/1(14) Dev. (R)-MDM, dated- 30/12/2016

To

The SDO cum Chairman of Municipality level selection committee for Santipur Municipality

Ranaghat, Nadia, PIN- 741201

Sir,

I beg to apply for the post of DEO of CMDMP of Santipur Municipality. My particulars are hereby furnished below:-

1) Full name ( in block letter) :-

2) Name of Father/Husband:-

3) Date of Birth:-

4) Sex:-

5) Nationality:-

6) Permanent Address:-

7) Present Address:-

8) SC/ST/OBC-A/OBC-B :-

( Enclosed separately in case of "YES" )

9) Physically handicapped(Yes/No):-

10) Educational qualification:- (Self attested copies Enclosed separately along with application)

Sl. No.	Name of the Examination	Total Marks	Marks obtained by the applicant	% of marks obtained
1.	MP/Equivalent Exam( 10 <sup>th</sup> level)			
2.	H.S/Equivalent Exam( 10+2)			
3.	Graduation level			

11) Computer application certificate: - Yes/No(Enclosed separately in case of "YES" along with application)

12) Experience, if any:-

**Declaration:-**

I, Sri/Smt \_\_\_\_\_ hereby declare that:-

a) All statements made in the application are true, complete & correct to the best of my knowledge & belief & in the event of any information being found false, my candidature is liable to be cancelled.

b) (only for candidates engaged under Govt. /PSU), I have obtained no objection certificate from my controlling authority/Head of the office) in writing.

- ( Strike out the portion(b) , if not applicable)

Your' faithfully

Date:

Place: -

\_\_\_\_\_  
(signature of the applicant)

