



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE  
MID-DAY-MEAL SECTION, JALPAIGURI.**

Phone No. 03561-222619,

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## **EMPLOYMENT NOTICE.**

Notice is hereby given, in pursuance of memo No(s).295-ES(CMDMP)/GENL-25-CR-23/11 dated-16.08.2016 and No.303(21)-ES(CMDMP)/ESTT-05/2013 dated-19.05.2014 of Project Director, CMDMP, School Education Department, Kolkata-91, that **4(Four) Data Entry Operators (DEOs) will be engaged under Cooked Mid-Day Meal Programme on contractual basis for Dhupguri Municipality, Jalpaiguri Municipality, Rajganj Block and Jalpaiguri District (H.Q.)** under the district of Jalpaiguri.

Applications are invited from the eligible candidates for the above mentioned post.

### **Eligibility Criteria :-**

<b>A</b>	Educational Qualification	Graduation in any branch with certificate in computer application.
<b>B</b>	Technical Knowledge	Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point ,MS Access and Internet having minimum typing speed of 30(Thirty) words per minute.
<b>C</b>	Age	40 years or less as on 01.11.2016 with relaxation for SC/ST/OBC/P.H. Candidates as per Government norms.

### **1. Mode of Selection :-**

It will be a 3(Three) stage selection process; candidates will be shortlisted on the basis of academic qualification in the ratio of 1 : 20. Shortlisted candidates will have to appear for Computer Test and Interview. If the marks are equal then preference is to be given to the candidate inter senior in age as on 01.11.2016.

The distribution of marks on Academic Qualification, Computer Test and Interview will be as follows :-

**Academic Qualification: 30 marks.**

I). For Madhyamik Pariksha or Equivalent : Max. 10 Marks (Proportionate marking i.e. % obtained in the Examination \*10/100).

II). For Higher Secondary or Equivalent Examination: Max. 10 Marks (Proportionate marking i.e. % obtained in the Examination \*10/100).

III). For Graduation or Equivalent : Max. 10 Marks (Proportionate marking i.e. % obtained in the Examination \*10/100).

**1(A). Distribution of Marks :-**

a). Madhyamik or Equivalent	:: 10 Marks (Max)
b). H.S. or Equivalent	:: 10 Marks (Max).
c). Graduation or Equivalent	:: 10 Marks (Max)
d). Computer Test	:: 10 Marks.
e). Interview	:: 10 Marks.
<b>TOTAL (a+b+c+d+e)</b>	<b>:: 50 Marks.</b>

**2. Payment.**

Name of Post.	No. of Post.	Required Qualification	Age Limit	Professional Fees per month.	Mode of payment
Data Entry Operator (DEO).	4(Four)	As stated above	As stated above.	Consolidated Fee of Rs.11,000/- subject to enhancement @Rs.500/- per year during first 5(Five) years and thereafter @Rs.600/-per year in terms of Finance Deptt. Memo No. 5859-F(Y) dated- 22.07.2013	After deduction of P.Tax & IT as applicable.

**3. Process of Application :-**

i). Application should be made in the prescribed format which will have to be downloaded from [www.jalpaiguri.nic.in](http://www.jalpaiguri.nic.in).

ii). Application should be in a closed/sealed envelope, supercribed "**APPLICATION FOR THE POST OF DEO UNDER CMDMP**"

III). Self-Attested Photo Copies of all testimonials/documents of Educational Qualification, Technical Knowledge and Photocopy of SC/ST/OBC/PH certificate in case of age relaxation must be submitted along with the application form.

iv). Sealed/Closed Envelop containing Application may be submitted in the drop box kept at the Office of the District Magistrate, Jalpaiguri, Mid-Day Meal Section from 11:00 a.m. to 4:30 p.m. on all working days or sent by post/courier so as to reach the said office within 08.11.2016 by 4:30 p.m. positively. Application submitted through any other communication channel will be rejected. Incomplete application or application with defect or without requisite enclosures or application reached to the said office after the stipulated date and time will also be summarily rejected without any intimation to the applicant.

v). Last date and time of receiving application is 08.11.2016 up to 4:30 p.m.

vi). The name of shortlisted candidates who are to appear for Computer Test and Interview will be published in the office NOTICE BOARD and in the website [www.jalpaiguri.nic.in](http://www.jalpaiguri.nic.in). on 15.11.2016.

vii). Date of Computer Test and Interview will be published in Office Notice Board/ and the website [www.jalpaiguri.nic.in](http://www.jalpaiguri.nic.in). on 15.11.2016.

#### 4. Terms & Condition :-

i). The Data Entry Operators (DEOs) will be selected by a Selection Committee under the Chairmanship of the Additional District Magistrate (CMDMP), Jalpaiguri among the applicants whose applications will be received in response to this Notice.

ii). The DEO so engaged by the Selection Committee will be appointed for a period of 1(One) year or less subject to renewal of contract by monthly or yearly basis by the Nodal Officer of Cooked Mid-Day Meal Programme, Jalpaiguri.

iii). Such engagement may be terminated by the authority at the completion of the job or at the end of project or unsatisfactory service or misconduct etc.

iv). Candidates can apply for 1(One) post with his/her opted place of posting. 2(Two) or more applications submitted by the candidate should be treated as cancelled.

  
Additional District Magistrate (CMDMP)  
Jalpaiguri





Memo No. 128 (9) /MDM

Dated- 24 / 10 /2016.

Copy forwarded for information and taking necessary action :-

1. The Commissioner, Siliguri Municipal Corporation, Dist- Darjeeling.
2. The Sub-Divisional Officer, Sadar, Dist-Jalpaiguri.
- 3-4. The Chairman, Dhupguri /Jalpaiguri Municipality, Dist- Jalpaiguri.
5. The Block Development Officer, Rajganj Block, Dist- Jalpaiguri.
6. The District Informatics Officer, Jalpaiguri with the request to up load the Notice in the official website [www.jalpaiguri.nic.in](http://www.jalpaiguri.nic.in). for wide publication.
7. C.A. to The District Magistrate, Jalpaiguri.
8. C.A. to The Additional District Magistrate, Jalpaiguri.
9. Head Clerk, Mid-Day Meal Section, Office of the District Magistrate, Jalpaiguri for record.

  
Additional District Magistrate (CMDMP)  
Jalpaiguri

  
24/10



**10. EDUCATIONAL QUALIFICATION :-**

ACADEMIC	BOARD/UNIVERSITY	SUBJECTS	YEAR OF PASSING	PERCENTAGE (%)
Madhyamik Pariksha or Equivalent				
Higher Secondary or Equivalent				
Graduation or Equivalent.				

**11. TECHNICAL EDUCATION AND OTHER COURSES ATTENDED(Computer Oriented):-**

SL. NO.	NAME OF TRAINING COURSES ATTENDED.	NAME OF INSTITUTE.	DURATION		
			FROM	TO	SUBJECTS

**DECLARATION :-**

I do hereby declare that all the statements made by me in the application form are true and best of my knowledge and belief. I also understand that in case, any of my statements found false during any stage of recruitment and thereafter, I shall be disqualified for the post applied and I shall be liable for panel action as per law.

Date :

Place :

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(Signature of applicant)

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**(FOR OFFICE USE ONLY)**

SL NO.	NAME OF ACADEMIC EXAMINATION	PERCENTAGE OF MARKS.	MARKS OBTAINED AS PER NORMS	
			FULL MARKS	PROPORTIONATE MARKING I.E. % OBTAINED IN THE EXAM* OUT OF MAXIMUM(10/100).
1.	Madhyamik Pariksha or Equivalent		10	
2.	Higher Secondary or Equivalent		10	
3.	Graduation or Equivalent.		10	
<b>TOTAL MARKS</b>			<b>30</b>	

Officer-in-Charge  
Mid-Day Meal Section  
Jalpaiguri.

Additional District Magistrate (CMDMP)  
Jalpaiguri.