Government of West Bengal
Office of the Sub-Divisional Officer
Jangipur, Murshidabad

Notification

No.: 639/CMDMP/J **Date: 19/09/2022**

In pursuance of the memo no. 303(21)-ES(CMDMP)ESTT-05/2013PT dated.19.05.2014 of the Office of the Project Director, CMDMP Government of West Bengal, applications are hereby invited from eligible candidates for the engagement to the vacant post of **DEO (Data Entry Operator), Cooked Mid Day Meal Programme** for **Dhuliyan Municipality** under Jangipur Sub-Division, Murshidabad. **The DEO will be engaged for period of one year or less and subject to renewal of contract on monthly or yearly basis by the head of Department/Office.** The relevant particulars like post, name of municipality, probable vacancy, Qualification, age limit and monthly remuneration as stated below in the following table. A candidate must go through the instruction thoroughly and carefully before submitting an application. **Any omission/suppression of information shall lead to rejection of application of candidature at any point of time during the recruitment process without further intimation. Candidates must possess the qualification as stated below on or before the date of publication of this advertisement.**

::Table::

Post	Name of Municipality	Probable Vacancy	Qualification	Age Limit (As on 01.01.2022)	Consolidated Professional fee
DEO (Data Entry Operator), Cooked Mid-Day Meal Programme	**Dhuliyan**	**1 (One)**	Graduate in any branch with certificate in Computer Application	Age should be between **21 to 40** years as on 01.01.2022. The upper age relaxation is **5** years for candidates belongs to **SC/ST** category and **3** years for **OBC** Category.	Rs. 13,000.00/- per month

Eligible candidates should apply in **prescribed format** attached herewith **(Annexure-I). The filled applications format along with all supporting documents must be submitted in the drop box kept at the Office of Dhulian Municipality. The application must be made in the prescribed format and all the testimonials should be attached with it tightly and must be put in a sealed envelope. The envelope, containing the application and the testimonials should be subscribed as "Application for the post of DEO (MDM) under Dhulian Municipality. Applications must be submitted on any working day between 11 AM to 4 PM. The last date of submission of application is 01/11/2022 upto 4 PM. Application submitted through any other mode will be rejected.**

Starting Date of application :	**19/09/2022**
Closing Date of application (up to 4 PM):	**01/11/2022**

A. Mode of Selection:

1. Candidates who fulfill the eligibility criteria will be short-listed, in 1:50 basis, on the basis of percentage marks obtained in graduation (except additional subject).
2. List of short-listed candidates will be displayed in the Notice board of Dhulian Municipality and Jangipur SDO Office.
3. Short-listed candidates will be called for a computer test and interview. Dates, Time & venue shall be intimated to the candidates through E-mail/SMS/India Post. On the said date the candidate have to appear with all his original documents failing which his/ her candidature shall be rejected.
4. **If a candidate failed to submit self-attested photocopies of his document, his application shall be forthwith rejected.**
5. The selection will be strictly based on merit through Computer Proficiency Test (25 Marks) and interview (25 Marks).

6. The final merit List will be prepared and will be displayed in the Notice board of Dhulian Municipality and Jangipur SDO Office.
7. The candidates, at Serial-1 in the Merit list, will be offered for appointment after final verification of all testimonials.
8. **The selection committee, Jangipur, Murshidabad reserves the right to reject any application not properly filled or not submits as per prescribed instruction or received after due closing date of application.**
9. If any candidate is found unsuitable or ineligible, at a later stage of recruitment process, his candidate shall be forthwith rejected.
10. No TA/DA will be provided to attend the examination and interview.

B. Documents to be submitted along with prescribed application format.

1. Self Attested photo ID Proof.
2. Self Attested photocopies of mark sheets& Certificates of 10th, Higher Secondary & Graduation as applicable.
3. Self Attested photocopy of age proof of the candidates (Birth Certificate from competent authority/Madhyamik or equivalent Examination Admit Card)
4. Self Attested photocopy of Caste Certificate received from competent authority.
5. Self Attested photocopy of Working Experience certificate, if any.
6. Self Attested photocopy of Computer knowing Certificate.
7. Self Attested photocopy of additional qualifications.
8. Two Passport size (2.5 X 3.5 cm) color photograph duly signed on the back of the photograph by the candidates.
9. Two self addressed envelope with requisite postal stamp.

19/09/2022

Chairperson
Selection Committee
&
Sub-Divisional Officer
Jangipur, Murshidabad

Memo No.: 639/(25)/CMDMP/J **Date:19/09/2022**

Copy Forwarded for information & wide publicity to:

1. The Project Director, CMDMD, Govt. of West Bengal.
2. The District Magistrate, Murshidabad.
3. The Additional District Magistrate (Dev.), Murshidabad.
4. The Sub-Divisional Officer, Lalbagh, Kandi, Domkal & Berhampore(Sadar).
5. The District Education Officer, Murshidabad.
6. The Block Development Officer, _____ All _____Blocks under Jangipur Sub-Division.
7. The I.C/ O.C, _____ All _____Police Station under Jangipur Sub-Division
8. The Executive Officer, Dhuliyan & Jangipur Municipality.
9. The SDICO, Jangipur.
10. The DIO, NIC Murshidabad with request to upload the notice the district website www.murshidabad.gov.in.
11. Display on Office Notice Board.

19/09/2022

Chairperson
Selection Committee
&
Sub-Divisional Officer
Jangipur, Murshidabad.

Annexure-I

APPLICATION FORM FOR THE POST OF DEO(DATA ENTRY OPERATOR), MID-DAY MEAL PROGRAMME UNDER DHULIYAN MUNICIPALITY

(Form should be filled in with ball pointed pen in own hand writing. Incomplete form or form without Requisite documents are liable to be rejected.

Notification No. 639/ CMDMP/J, Date: 19/09/2022

(To be filled in BLOCK letters)

Affix a recent color passport size(2.5 X 3.5 cm) photo duly signed by candidate

1. Name of the Candidate*:_____

2. Name of Father's/Husband's*:_____

3. Date of Birth* (DD/MM/YYYY):_____/_____/_____ 4. Age* (as on 01.01.2022):_____

5. Gender* (Male/Female): _____ 6.Marital Status*:_____

7. Category* (GENERAL/SC/ST/OBC):_____

8. Mobile No*.:_____ 9. E-mail ID*:_____

10. Present Address* (Correspondence): Vill:_____

P.O._____P.S._____

Dist:_____PIN:_____

11. Permanent Address: Vill:_____

P.O._____P.S._____

Dist:_____PIN:_____

12. Academic Qualification*:

Exams Passed	Board/University	Year of Passing	Total Marks	Marks Obtained	% of Marks (except Additional subject)

13. Details of Computer Knowledge*:

Degree/Course	Name of Institution	Duration of Course	Total Marks	Marks obtained	% of Marks

14. Working Experience(if any):

Sl. No	Name of Organization/Institution	Designation	From	To	Duration of Experience

[*Mandatory Fields]

15. Enclosures (Tick in the Box):

1. [ ]Self Attested photo ID proof.
2. [ ] Self Attested residential proof
3. [ ]Self Attested photocopies of mark sheets and certificate of 10th or equivalent, 12th, Graduation, Master's Degree, as applicable.
4. [ ]Self Attested photocopy of age proof of the candidates (Birth Certificate from competent authority/Admit Card of Madhyamik or equivalent Examination)
5. [ ] Self Attested photocopy of Caste Certificate received from competent authority, if applicable.
6. [ ] Self Attested photocopy of Working Experience certificate, if any.
7. [ ]Self Attested photocopy of Computer knowing Certificate.
8. [ ]Self Attested photocopy of additional qualifications, if any.
9. [ ]Two Passport size (2.5 X 3.5 cm) color photograph duly signed on the back of the photograph by the candidates.
10. [ ]Two self addressed envelope with requisite postal stamp.

I do hereby declared I have gone through the Notification and satisfy myself the eligibility criteria for the recruitment of DEO(MDM) in Dhulian Municipality. I also declare that all the details furnished above are correct, true and complete to the best of my knowledge and belief. If any information furnished above found incorrect or false then I shall abide the decision of the Authority including cancellation of my candidature or appointment under the extent rules.

Date:

Place:

_____

Full Signature of Candidate