

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
COOCH BEHAR – I DEVELOPMENT BLOCK**

Memo No.: 97-----

Date: 16/01/2018

NOTICE

Applications are invited for walk-in-interview from the eligible candidates as per proforma enclosed with this notice for **engagement of Data Entry Operator (Contractual) under Mid-Day-Meal Programme for the office of the Block Development Officer, Cooch Behar – I Development Block at Dhaluabari.**

1. Name of Post : **Data Entry Operator** (Contractual) in the office of the Block Development Officer, Cooch Behar – I Development Block at Dhaluabari.
2. No. of post : **1 (One)**
3. Professional fee: 11,000/- per month subject to enhancement @Rs500/- per year during 1st 5 years and thereafter @Rs.600/- per year in terms of Finance Department Memo No. 5859-F(Y), dated 22/07/2013.
4. Eligibility : Educational Qualification – Graduate in any branch with certificate in Computer Application.
5. Age : As per existing Govt. Rule.
6. Date and Time of Walk- in- Interview : 31/01/2018 at 11.00 a.m. (Interested Candidates should reach the interview venue within 11.00 a.m. positively). After 11.00 a.m. No Candidate shall be allowed to participate in the interview.
7. Place of Walk- in- interview : Office of the Block Development Officer, Cooch Behar -I Development Block, P.O- Dhaluabari, Cooch Behar, PIN -736170.

Engagement shall be made purely on contractual basis and may be terminated at the completion of job or end of the project whichever is earlier or the engagement may be terminated by the Head of the office on the basis of recommendation of IT Deptt./NIC project leader or the Project – in – charge for unsatisfactory service, misconduct etc. of the incumbent concerned.

Intending candidates are asked to appear before the interview board as per the aforesaid schedule along with duly filled in Application Form, also with all necessary certificates, testimonials such as Mark Sheet and certificates (One attested Xerox copy & Original Copies) of Madhyamik, Higher Secondary, Graduation & certificate in Computer Application from the recognized institutions, Birth Certificate / Admit Card of Madhyamik Exam, EPIC, Certificate of SC/ST/OBC (if any), 2 copies of coloured passport photographs (one should be pasted in the Application Proforma).


Block Development Officer
Cooch Behar – I Development Block
Block Development Officer
Cooch Behar-I Dev. Block

**Application for the post of
Data Entry Operator (Contractual) under Mid-Day-Meal Programme
in Cooch Behar-I Development Block**

To
The Block Development Officer
Cooch Behar – I Development Block

In response to the notification vide Memo no. _____, Dated _____ of the Cooch Behar – I Development Block, I, Sri _____ son/daughter/wife of _____ of Village/Town _____ Post _____ PS _____ District _____. I do hereby apply for the engagement to the post of DEO under Mid-Day-Meal (for Cooch Behar – I Development Block) programme at your Block.

I am furnishing my Bio-Data as follows :-

1. Name of applicant (Block Letter) : _____
2. Name of Father/Husband : _____
3. Permanent Address : Vill/Town _____
Post _____ District _____
4. Present Address : Vill/Town _____
Post _____ District _____
5. Date of Birth : _____
6. Age as on 01.01.2018 : _____
7. Religion : _____
8. Citizenship : _____
9. Caste (General/SC/ST/OBC) : _____ Sub-Caste _____

10. Education Qualification:

Name of Exam	Name of Board/University/Institution	Total Marks	Marks Obtained	% of Marks Obtained	Year of Passing
Madhyamik					
Higher Secondary					
Graduation					
Certificate in Computer Application					

11. Experience, if any (specify name of institution, nature of work & Duration of work) :-

I also declare that all the statements as made above are true to the best of my knowledge & belief and if anything found false, my candidature shall be liable for cancellation.

Date : _____

Yours faithfully,

Place: _____