

Office of the Sub-Divisional Officer  
Chandannagar, Hooghly

NO.107/Genl./CGR.

DATED.13/02/2018

**Notice for Walk-in-interview**


Walk in interviews will be held on 13<sup>th</sup> March 2018 at Kanailal Vidyamandir (Eng. Section), Chandannagar for engagement of one Data Entry Operator of Cooked Mid-Day-Meal Program (CMDMP) for Champdani Municipality as purely temporary on contractual basis. The contractual engagement will be made with consolidated remuneration for one year but may be renewed on the basis of performance.

1. **Name of the Post** : **Data Entry Operator of Cooked Mid-Day-Meal Program(CMDMP)**
2. **Consolidated Remuneration** : **The engagement will be purely temporary on contractual emoluments of Rs.11,000/- per month with a provision of annual enhancement of Rs.500/- per year on the basis of performance.**
3. **Minimum qualification** : **(a)Graduates from recognized university.  
(b)Certificate in Computer Applications from any Govt. approved institutions.  
(c )Maximum Age limit is 40 years as on 01/01/2018**
4. **Job Responsibilities** : **The post is created for proper upkeeping of data on various components of Mid-Day-Meal Program (CMDMP) and feeding school wise data to MIS web-portal and to perform other duties as may be assigned by the head of the office.**

Intending candidates are invited to appear at the venue and report from 9.30 A.M. to 10.30 A.M. for walk-in-interview on the date with an application in enclosed format along with two passport size colour photographs, self attested photocopies of documents regarding age, qualification & experience as well as original certificates, testimonials in support of their candidature. Intending candidates will be required to undergo practical test on computer. No candidate will be entertained to appear in the interview unless registered by 10.30 A.M.

Short listing of candidates (if required) for practical examination and interview may be made on the basis of Educational Qualification and certificate of computer application and any other criteria as may be fixed by the authority final list will be made on the basis of marks obtained in practical examination and interview.

No T.A. /D.A. is admissible

  
Sub-Divisional Officer, Chandannagar  
&

Chairperson for Municipal Level Selection Committee

**Application for the Post of Contractual "Data Entry Operator under Cooked Mid-Day Meal  
Under \_\_\_\_\_ Block/Municipality/Municipal Corporation**

Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Recent  
photograph of the  
Applicant duly  
Signed across

**Personal details**

Father's Name	:	
Address	:	
E-mail ID	:	
Date of Birth	:	
Caste	:	
Physically Challenged (Yes/No)	:	
Nationality	:	

**Educational Qualification**

Examination Passed	University/ Board	Stream	Year of Passing	Percentage of Marks
Madhyamik or Equivalent				
Higher Secondary or Equivalent				
Graduation				
Higher Qualification (if any)				

**Computer Knowledge**

Name of the Course	Institution	Course Details

**Experience**

Name of the Organisation	Total Experience	Job Details

Any other Information: \_\_\_\_\_

Date: \_\_\_\_\_

Full Signature of the Applicant