

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
SERAMPORE :: HOOGHLY

Memo No **72** /Dev/Srp.

Dated :: 17th July, 2018

To
The District Information Officer,
NIC, Hooghly.
Chinsurah, Hooghly.

Sub : Recruitment of Data Entry Operator under cooked
Mid Day Meal Programme at Serampore Municipality.

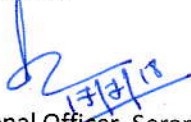
Sir,

This has reference to the matter as mentioned above, the recruitment programme has been fixed on 08-08-2018 at Serampore Union Institution, Serampore, Dist. Hooghly.

You are requested to wide publicity to upload the Notice for Walk-in-Interview along with proforma for Application in the website as hooghly.gov.in

This is for favour of your information and taking necessary action.

Encl. As above 2 (two) Pages.


Sub-Divisional Officer, Serampore
&

Chairman for Municipal Level Selection Committee

Memo No **72/1(15)** Dev/Srp.

Dated :: 17th July, 2018

1. C.A. to District Magistrate, Hooghly, he is requested to place before the District Magistrate, Hooghly.
2. P.A. to Addl. District Magistrate, Hooghly, he is requested to place before the A.D.M.
- 3-8. The Chairman, Baidyabati, Serampore, Rishra, Konnagore, Uttarpara-Kotrung & Dankuni Municipality.
- 9-12. The Block Development Officer, Serampore-Uttarpara/Chanditala-I/ Chanditala-II Jangipara.
13. Sub-Divisional Information Cultural Officer, Serampore.
14. Addl. D.I. of School, Serampore.
15. The Employment Officer, Serampore.


Sub-Divisional Officer, Serampore
&

Chairman for Municipal Level Selection Committee



Office of the Sub-Divisional Officer
Serampore :: Hooghly

No. 73/Dev/srp.

Dated 17-7-18

Notice for Walk-in-interview

Walk in interview will be held on 08/08/2018 at Serampore Union Institution, Serampore, Hooghly for engagement of one Data Entry Operator of Cooked Mid-Day Meal Program (CMDMP) for Serampore Municipality as purely temporary on contractual basis. The contractual engagement will be made with consolidated Professional fees 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 (Professional fees) : The engagement will be purely temporary on contractual Professional fees 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 01.08.2018.
4. Job Responsibilities : The post is created for proper upkeep of data on various components of Mid-Day-Meal Programme (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 9.00 A.M to 10.00 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 10.00 A.M. and in this regard decision of the selection committee is final.

Short listing of candidates (if required) for practical examination and interview may be made on the basis of a screening test that may be taken if more than 100 (one hundred) candidates registered their name. In that case Candidates may have to undergo a screening test. On the basis of that test, first 50 (fifty) candidates purely on the basis of merit will be interviewed & practical examination will be taken on the same day. Final list will be made on the basis of marks obtained in practical examination and interview on a subsequent date.

Decision of the Selection Committee is final.

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


8/8/18

Sub-Divisional Officer, Serampore
&

Chairman 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