Notice

In pursuance of Memo No. 336(18)/DRDC/HZP, dated 04.06.2019 issued by the Additional Mission Director, District Mission Management Unit & Project Director, DRD Cell, Hooghly Zilla Parishad, applications are hereby invited in prescribed format for recruitment of 1(one) Data Entry Operator for Anandadhara Programme of Serampore-Uttarpara Block Mission Management Unit. The said engagement will be purely temporary on contractual basis for 11(Eleven) months. The details are as follows:-

1. **Eligibility Criteria**:-
   
   (a) Must be a member of SHG under Anandadhara Programme of Serampore-Uttarpara Block Mission Management Unit.
   
   (b) Education qualification: Passed Minimum Higher Secondary or Equivalent Examination from any recognized Board.
   
   (c) Age: Not less than 18 years & not more than 40 years as on 01/01/2019.
   
   (d) Computer knowledge: Candidate must have at least six months certificate course in basic computer (MS Excel, MS Word, Generation of MIS report, E-mailing etc.) from any recognized institution.
   
   (e) Document must be submitted with application form:
   
   (I) Photocopy of Admit Card of Madhyamik Examination.
   
   
   (III) Photocopy of Certificate of basic computer knowledge (Not less than six months).

2. **How to apply**: Application form will be available from Serampore-Uttarpara Dev. Block and 6(Six) nos. of Gram Panchayat Office and application must be submitted to Serampore-Uttarpara Dev. Block within **02.04.2020** before 5.00 p.m.

3. **Remuneration**: Rs 3000/- (Three Thousand) only per month.

4. **Date of Examination**: 15.04.2020, **Time of Examination**: 12.00 p.m.

5. **Mode of Selection**: After scrutiny of the applications, the list of eligible candidates will be called for
   
   I) General knowledge test related to NRM (10 Marks)
   
   II) Computer test (40 Marks)
   
   III) After the above said test, the selected candidate’s name will be published on the notice board of Block Office, notice board of all Gram Panchayat Office.

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Memo No: 520/5-U

Copy forwarded for kind information to:

1. The District Magistrate, Hooghly.
2. The Additional District Mission Director & Project Director, Anandadhara, DRD Cell, Hooghly Zilla Parishad.
3. The Sub-Divisional Officer, Serampore.
4. The Sabhapati, Serampore-Uttarpara Panchayat Samiti.
5. The Pradhan (All GP), Serampore-Uttarpara Dev. Block.

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Block Mission Director &
Block Development Officer
Serampore-Uttarpara Dev.Block
Serampore:: Hooghly

Block Mission Director &
Block Development Officer
Serampore-Uttarpara Dev.Block
Serampore:: Hooghly

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Application for Data Entry Operator

**Personal Details:**

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<thead>
<tr>
<th>Name</th>
<th>Gurdian's Name</th>
<th>Date Of Birth</th>
<th>Mobile Number</th>
<th>Religion</th>
<th>Marital Status</th>
<th>Married/Un-Married (Tick)</th>
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**My SHG Information:**

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<th>SHG Name</th>
<th>Date of Joining</th>
<th>Sangha Name</th>
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**Permanent Address:**

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**Qualification:**

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<th>Board/Council/University</th>
<th>Total Marks</th>
<th>Marks Obtained</th>
<th>Percentage of Marks</th>
<th>Division/Class</th>
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**Computer Knowledge:**

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<td>Others</td>
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I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and I have enclosed the following documents:-

1) Photocopy of admit card of Madhyamik or equivalent examination
2) Photocopy of certificate of Higher Secondary or equivalent examination
3) Photocopy of certificate of Graduation
4) Photocopy of certificate of Post-Graduation
5) Photocopy of certificate of basic computer knowledge (Not less than 6 months)

Signature of candidate with date

**Note:**

1) All above mentioned criteria to be fulfilled properly, otherwise the application form will be rejected.
2) If at any stage even after issue of a letter of recommendation for appointment the candidate is found ineligible in terms of advertisement her candidature will be cancelled without further reference to her.