



Government of West Bengal  
Office of the Sub-Divisional Officer  
Jhalda, Purulia

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Phone: 03254-255002

**NOTICE**

Applications in prescribed format are hereby invited from eligible candidates for contractual engagement of the post of Data Entry Operator (DEO) under Cooked Mid-Day Meal Programme at Jhalda Municipality.

**1. Eligibility Criteria :**

A	Educational Qualification	Graduation in any branch from any recognized university and having certificate in computer application at least 6(six) months course from Govt. registered institution.
B	Technical Knowledge	Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access & Internet and having minimum typing speed of 30 words per minute.
C	Age limit	40(forty) years or less on the 01.01.2019 (upper relaxation of age as per Govt. norms).

**2. Mode of Selection :**

It would be a 3(three) stage selection process. Applications are invited for Jhalda Municipality Office and candidates will be shortlisted accordingly on the basis of academic qualification in the ratio of 1:10. Shortlisted candidates would have to appear for computer test and interview. Final selection will be made on the basis of total marks obtained in academic qualification, computer test and interview. If marks are equal then preference is to be given to the candidate inter se senior in age as on 01.01.2019.

The distribution of marks for both on Academic Qualification, Computer Test & Interview may be as following :

**Academic Qualification : 30 Marks**

- i) For MP or equivalent : Max. 10 Marks( Proportionate marking i.e. % obtained in the Exam\*10/100)
- ii) For HS or equivalent : Max. 10 Marks( Proportionate marking i.e. % obtained in the Exam\*10/100)
- iii) For Graduation : Max. 10 Marks( Proportionate marking i.e. % obtained in the Exam\*10/100)

**Computer Test : 10 Marks**

**Interview : 10 Marks**

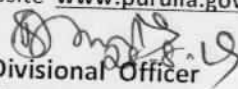
**Total : 50 Marks**

**3. Professional Fees :**

Engaged / appointed DEO will get Professional Fees at a consolidated Rate of Rs.11,000/- per month subject to enhanced Rs.500/- per year during First 5(five) years and thereafter @ Rs.600/- per year in terms of F. D. 's Memo No. 5859-F(Y), Dt. 22.07.2013.

**4. Process of Application :**

- i) Willing candidates should submit application in the prescribed format ( to be downloaded from website [www.purulia.gov.in](http://www.purulia.gov.in) ) only and submit the filled up application in prescribed format with all documents (Age Proof Certificate, Mark Sheet & Certificate of Educational Qualification, Computer Certificate, SC/ST/OBC Certificate) by self attested Xerox copies to the Office of the Sub-Divisional Officer, Jhalda, P.O.- Jhalda, Dist.- Purulia, PIN- 723202, either directly on office days during office hours or through registered post.
- ii) Last date of receiving application : 12.09.2019 up to 5.00 pm.
- iii) List of shortlisted candidates to appear for Computer Test and Interview will be published on the website [www.purulia.gov.in](http://www.purulia.gov.in) on 24.09.2019.
- iv) Date of Computer Test and Interview will be published on the website [www.purulia.gov.in](http://www.purulia.gov.in) on 27.09.2019.

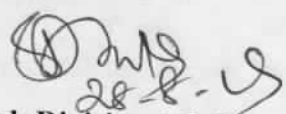
  
Sub-Divisional Officer  
Jhalda Sub-Division, Dist.- Purulia.

no No:- 1610(69)/SDO/JLD

Date:- 28/08/2019

Copy forwarded for kind information with request to arrange for wide publication to :-

- 1) The District Judge, Purulia.
- 2) The Superintendent of Police, Purulia.
- 3) The Divisional Forest Officer, Purulia.
- 4-7) The Additional District Magistrate (Gen)/Dev/(LR)/(PZP), Purulia.
- 8) The Cheif Medical Officer of Health, Purulia.
- 9) The Project Director, DRDC, Purulia.
- 10)The PO-cum-DWO, BCW Deptt., Purulia.
- 11-13)The Sub-Divisional Officer, Purulia Sadar/Raghunathpur/Manbazar, Purulia.
- 14)The Sub Divisional Police Officer, Jhalda Sub Division, Jhalda, Purulia.
- 15) The Treasury Officer, Purulia/Raghunathpur/Jhalda/Manbazar.
- 16-22)The Spl. LAO/DP & RDO/DNO, MGNREGA/DPLO/DYO/Dist Manager, SC/ST Dev. & Finance Corpn./DPO SSM, Purulia.
- 23-28)The Officer-in-Charge, Election/General/JM/RM/CMDMP, Purulia.
- 29)The Nazareth Deputy Collector, Purulia.
- 30-49)The All Block Development Officers, Purulia.
- 50-53)The SD L & LRO, Purulia/Raghunathpur/Jhalda/Manbazar.
- 54)The Commercial Tax Officer, Purulia.
- 55)The Superintendent of Excise, Purulia.
- 56)The Dy. Director Agriculture, Purulia.
- 57-59)The Officer-in-Charge, RR/DPO, ICDS/DS WO, Purulia.
- 60)The Income Tax Officer, Purulia.
- 61-62)The Sr. Post Master, Head Post Office, Purulia/Post Master, Jhalda Sub Post Office, Purulia
- 63-64)The Station Manager, Purulia Railway Station/ Station Master, Jhalida Railway Station, Purulia.
- 65)The DIO, NIC with a request to publish this notice in the website [www.purulia.gov.in](http://www.purulia.gov.in) .
- 66)Lead District Manager (Bank), Purulia.
- 67)The DICO, Purulia.
- 68)The Chairman, Jhalda Municipality, Jhalda, Purulia.
- 69)C.A. to the District Magistrate, Purulia.

  
Sub Divisional Officer,  
Jhalda Sub Division, Jhalda, Purulia

## Application Form

(For the Post of DEO under CMDMP for Jhalda Municipality Office)

PASTE (Do not Pin or Staple here). Paste recent pass port size colour photograph of size 3.5 cm x 3.5 cm. The Colour photograph should not be more than 3 months old.

PLEASE FILL UP THE APPLICATION IN CAPITAL LETTER IN OWN HAND WRITING  
(Except Signature in CAPITAL LETTER)

(ALL APPLICATIONS MUST BE SUBMITTED IN A4 SIZE 80 GSM PAPER)

Please put your signature across the photograph.

1. NAME OF CANDIDATE

2. FATHER'S NAME:

3. MOTHER'S NAME:

4. a) CATEGORY (tick ✓)

General

SC

OBC

5. GENDER:

MALE

FEMALE

6. DATE OF BIRTH (DD/MM/YYYY):




7. AGE (as on 01.01.2019) :

Years

Months

Day

8. PERMANENT ADDRESS:

Village/ Road
<input style="width: 100%; height: 100%;" type="text"/>
P.O.
<input style="width: 100%; height: 100%;" type="text"/>
City
<input style="width: 100%; height: 100%;" type="text"/>
District
<input style="width: 100%; height: 100%;" type="text"/>
State
<input style="width: 100%; height: 100%;" type="text"/>
PIN Code
<input style="width: 100%; height: 100%;" type="text"/>

9. MOBILE NUMBER

10. E-MAIL ID:

11. EDUCATIONAL QUALIFICATIONS:

ACADEMIC	QUALIFICATION/ NAME OF COURSE	UNIVERSITY/ BOARD	SUBJECTS	YEAR OF PASSING	GRADE/ PERCENTAGE
SSC/ Matric					
Higher Secondary/ XII					
Graduation					

12. TECHNICAL EDUCATION AND OTHER COURSES ATTENDED (Computer Oriented):

Sl. No.	NAME OF TRAINING/ COURSES ATTENDED	NAME OF INSTITUTE	DURATION		
			FROM	TO	SUBJECTS

**Declaration:**

I hereby declare that all the statements made by me in the application form and information sheet are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action.

Date :

Place :

\_\_\_\_\_  
Signature of the Candidate

**(FOR OFFICE USE ONLY)**

Sl. No	Name of Academic Examination	% of Marks	Marks obtained as per norms	
			Full Marks as per Mode of Selection	Within Max 10 Marks, Proportionate marking i.e. % obtained in the Exam* 10/100
1	SSC/ Matric		10	
2	Higher Secondary / XII		10	
3	Graduation.		10	
<b>Total Marks</b>			<b>30</b>	

\_\_\_\_\_  
Signature of D/A

\_\_\_\_\_  
Signature of Nodal Officer

\_\_\_\_\_  
Countersign of the Sub-Divisional Officer  
Jhalda, Purulia