NOTICE

Wanted One Data-Entry-Operator (DEO) under Cooked Mid-Day-Meal Programme of Para Development Block at Para, Dist.-Purulia on Contractual Basis.

1. Eligibility Criteria:-

A	Educational Qualification	Graduation in any branch from any recognized university and having certificate in computer application (at least six months course from Govt. registered institution)
B	Technical Knowledge	working knowledge of computers with operating knowledge MS Word, MS Excel, MS Power Point, MS Access and internet and having minimum .typing speed of 30 (Thirty) words per minute
C	Age	40 years or Less on the 01/01/2015 with age relaxation for the SC/ST/OBC candidates as per Govt. norms.

2. Mode of selection

It would be a 3(three) stage selection process. Candidates will be shortlisted accordingly on the basis of academic qualification in the ratio of 1:10 Shortlisted candidate 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 the marks are equal then preference is to be given to the candidate inter se senior in age as on the 1st date of the publication of the advertisement.

The distribution of marks for both on academic qualification, computer test and interview will be as following:-

Academic Qualification: 30 Marks (First phase Selection Mode)
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*10/100j
iii) For Graduation : Max. 10 Marks (Proportionate marking i.e % obtained in the Exam*10/100j
Computer Test : 10 Marks
Interview : 10 Marks
Total : 50 Marks.

Engaged/Appointed DEOs will get professional Fees at a Consolidated Rate of Rs. 11000/- per month. Subject to enhanced Rs. 500/- per year during First Five years & there after @ 600/- per year.

Interested Candidate are requested to submit their application with self attested Testimonials before 21/07/2015 at 4:00 p.m. either directly to the Office of the BDO, Para Para Dev. Block or through registered post.

- Last date of receive application 21/07/2015 upto 4.00 P.M.
- List of shortlisted candidates to appear for Computer Test & Interview will be published on Office Notice Board on 29/07/2015
- Date of computer test and interview will be published on Office Notice Board on 29/07/2015

For detailed information candidate may contact with the undersigned during Office Hours/Visit web site http://www.parablock.org /See Office Notice Board.
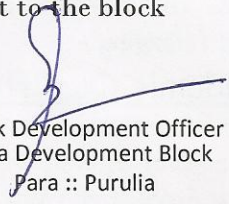
Block Development Officer
Para Development Block
Para :: Purulia

Memo No. ...1443 (29).../BDO,Para   Dated: 22/6/2015

Copy forwarded for kind information to:-

1) The District Magistrate, Purulia
2) The Additional District Magistrate (Dev.), Purulia
3) The OC, CMDMP, Purulia
4) The Savapati, Para Panchayat Samity
5) The BMOH, Para with a request to display on notice board.
6) The CDPO, Para with a request to display on notice board.
7) The OC, Para Police Station with a request to display on notice board.
8) The Station Master, Rail Station, Anara with a request to display on notice board.
9) The BLDO, Para with a request to display on notice board.
10) The BL & LRO, Para with a request to display on notice board.
11) The SI of Schools, Para, Circle with a request to display on notice board.
12) The SI Of School, Anara Circle with a request to display on notice board.
13) The SI Of School, Nadiha Circle with a request to display on notice board.
14) The Post Master, Anara RS Post Office with a request to display on notice board.
15) The IC Tharmal Plant,Santaldih
16)- 25) All Pradhan
26) The Editor, Simanta Darpan for Advertisement Publication
27) The Editor, Purulia Darpan, for Advertisement Publication.
28) Office Notice Board
29) BIO, Para with a request to upload this notice along with Application Format to the block

Block Development Officer
Para Development Block
Para :: Purulia