



Memo No: 926 /SDO/CON

Dated: 09 /09 /2024

RECRUITMENT NOTICE

In pursuance of the Memo No 64 /MDM/KPG dated 02/08/2024 of the Additional District Magistrate Kalimpong, applications are invited in the prescribed format (Annexure-A) for the post of DEO (Data Entry Operator) under Cooked Mid-Day Meal Programme(PM POSHAN), from candidates fulfilling the following criteria.

Sl. No.	Name of the Post	Place of Posting	Required Qualification	No. of Vacancies	Reservation norms	Remuneration (monthly)
1.	Data Entry Operator (DEO)	(Municipality Level) District Mid-Day Meal O/o the District Magistrate, Kalimpong	a) Graduate from a recognized University with Certificate in Computer Application. b) Technical Skill: - speed in computer typing in English of 30 words per minute. c) Knowledge of Windows 7/8/10, MS-Office, Page Maker. d) Age: 18 to 40 years (As on 01/01/2024)	01 (One)	Unreserved	Rs. 16,000/-

How to apply:

1. Applications are to be submitted in the prescribed format (Annexure-A) only which is available in the district portal i.e., kalimpongdistrict.gov.in Duly filled in application along with all the requisite documents, as listed below are to be submitted in a sealed envelope on or before **30 /09/ 2024**

2. Documents to be submitted with the application:

- Proof of citizenship (Voter ID Card/ AADHAR);
- Age proof (Birth certificate/ School Admit Card);
- Residential proof: AADHAR Card/ Voter Card/ Certificate from the concerned Municipal authority/ BDO;
- Proof in support of educational qualification/ professional qualification etc. like certificate/marksheet from standard-X onwards.
- Three copies recent passport size photograph should be provided along with the application of which one is to be affixed at the right top box of the application format.
- Caste certificate, wherever applicable.
- Experience Certificate (if any)
- One self-addressed envelope affixing the requisite postal stamp should also be provided inside the envelope having the application with the requisite documents.
- All the above documents need to be self-attested by the candidate.

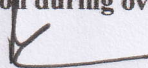
GENERAL INSTRUCTIONS:

1. Applications forms may be downloaded from the District Website i.e., kalimpongdistrict.gov.in
2. Application will be received from 10/ 09 /2024 to 30 / 09 /2024 till 5 PM (except holidays) either directly by hand or through post at the Office of the Sub-Divisional Officer, Kalimpong.
3. The engaged/appointed DEOs will get monthly professional fees at a consolidated rate of Rs. 16,000/- per month subject to enhancement as per Memo No. 364-ES(CMDMP)/ESTT-10/2020 dated 17.05.2023 the Project Director, CMDMP, School Education Department, Government of West Bengal, and are under F.D.'s memo no. 5859-F(Y), dt. 22-07-2013.
4. The financial implication for payment of Professional Fees to the DEOs will proceed against the Budget provision of Management, Monitoring and Evaluation (MME) fund under Cooked Mid-Day Meal Programme.
5. Such engagement may be terminated at the completion of the job or at the end of the Project whichever is earlier.
6. The engagement may also be terminated by the Head of Deptt./Office on the basis of the recommendation of IT Deptt./NIC Project leader or the Project in-Charge for unsatisfactory service, Misconduct etc. Of the incumbent concerned.
7. The applications shall be scrutinized and incomplete application in any manner whatsoever and applications viable to be rejected for any reason whatsoever shall be summarily rejected without necessarily being communicated the same to anyone concerned.
8. If any candidate failed to submit one of the relevant documents mentioned above along with the application, the application will be summarily rejected.
9. Only one application shall be received from an applicant. At any stage, if it is found that an applicant has submitted applications for more than once, the authority shall reserve the right to take appropriate decision without being necessary to furnish the cause for such decision to the concerned applicant.
10. The Selection Committee reserves the right to reject any application not properly filled in or received after due date.

Mode of Selection:

1. Selection Committee shall conduct the recruitment process for selection of the candidates against the vacancies.
2. Candidates will be selected on the basis of written examination (50 marks)(Eng, Maths, GK, CA), computer test (30 marks) and viva-voce (20 marks).
3. In case of obtaining large number of applications for a single post, only shortlisted candidates based on the merit in academics, may be called for written examination/computer test/viva-voce.

Candidates securing the highest total marks in the overall selection process shall be considered for appointment subject to the fulfilment of conditions as applicable and the Chairperson, Selection Committee shall reserve the right for discretion during overall selection process.

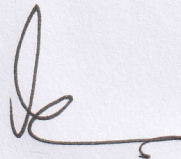

Sub-Divisional Officer
Sadar Kalimpong

Copy forwarded for kind information to:

Memo No: 926/8/SDO/CON

Dated: 09 / 09 /2024

1. The District Magistrate, Kalimpong.
2. The Officer-in-charge, CMDMP, Kalimpong
3. The Block Development Officers (All) Kalimpong.
4. The DIO, NIC with a request for uploading in Kalimpong district website.
5. The DICO, Kalimpong.
6. The DI of Schools (SE/PE), Kalimpong.
7. The SI of School (All), Kalimpong
8. Office Notice Board.


Sub-Divisional Officer
Sadar Kalimpong