



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE: COOCH BEHAR
MID DAY MEAL (PM POSHAN) SECTION



EMPLOYMENT NOTICE

No. 01/MDM/CBR Dated 10.02.2025

Last date of application- 25.02.2025

Applications are invited from eligible candidate for the following post on contractual basis for 01 (one) year from the date of joining at MDM Section in the office of the District Magistrate, Cooch Behar (HQ).

Eligibility and other terms and condition are mentioned hereunder:

Name of the Post	No. of the Post	Minimum Qualification & Experience	Age limit	Desirable knowledge	Professional Fees
Data Entry Operator (DEO)	01 (Unreserved)	1. Graduation in any stream, 2. Certificate in Computer Application (at least 6 months' duration)	21-35 years as on 01.01.2025 <u>Age relaxation</u> OBC – 3 years SC/ST – 5 years	Any experience in Data Entry works	Rs. 16,000.00 (Rupees Sixteen thousand) only P.M. Subject to enhancement @ Rs. 600/- (Rupees Six hundred) per year during first 5 years, @ Rs.700/- (Rupees Seven hundred) per year on completion of 5 years, @Rs.800/- (Rupees Eight hundred) per year on completion of 10 years and @Rs.1000/- per year on completion of 15 years. Professional Tax and Income Tax will be deducted as per rule.

Last Date of submission of application: 25.02.2025 (5:30 p.m.)

Tentative date of written test: 9th March, 2025 (Sunday)

- Interested Candidates may apply in prescribed format attaching all documents in support of their candidature and qualification. Necessary documents to be attached with the application:
 - Age Proof certificate,
 - Certificate of educational qualification,
 - Address proof (AADHAAR Card /EPIC / Driving License etc.),
 - 1 (one) copy passport size photograph with self attestation,
 - Experience certificate(s), if any.
- Filled up format with all necessary documents in a sealed envelope to be dropped in the designated Drop box kept at Mid-Day-Meal (PM POSHAN) Section, Office of the District Magistrate, Cooch Behar in person on any working day within working hours on or before 25.02.2025.

- Name & address of the candidate and the post applied for are to be written clearly on the sealed envelope containing filled up format.
- **No application will be accepted through post/speed post/ courier or email/online mode.**
- Incomplete, defective or duplicate application will be summarily rejected.
- While dropping the sealed envelope containing filled up format by the applicant in the designated drop box at DM's Office, an acknowledgment slip to be collected by the applicant.
- No TA / DA will be admissible for attending the written test, computer test or interview.
- Application Format is available in the website: <https://coochbehar.gov.in> from where the same can be downloaded, filled in and submitted in the Drop box.
- Written Test will be of 1½ hour duration and comprise of questions on the following subjects: English (15 marks), Nutrition, Health, Hygiene and Child Welfare (25), Mathematics (15 marks) and General Studies (15 marks).
- Candidates qualified in the Written Test will be called for Computer Test (Practical) [Full Marks – 20] and Interview [Full Marks – 10].
- Final Merit List and Panel will be prepared on the basis of total marks obtained in Written Test, Computer Test (Practical) and Interview.


Additional District Magistrate (PM POSHAN),
Cooch Behar

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR
(PM POSHAN SECTION)

Memo. No.: 23 (19)/DM/MDM/VIII-70(A)

Dated: 10 / 02 / 2025

Copy forwarded for information and wide publicity to:

1-5) The Sub-divisional Officers (All)

6-17) The Block Development Officers (All)

✓ 18) The District Informatics Officer, Cooch Behar with a request to upload the above advertisement and prescribed application format (enclosed) to the website (<https://coochbehar.gov.in>).

19) The Nezarath Deputy Collector, Cooch Behar. He is requested to provide 01 (one) box with lock & key to the Officer-in-Charge, MDM Section.

Spare copy for Office Notice Board / C.A. to D.M.


Additional District Magistrate (PM POSHAN),
Cooch Behar

APPLICATION FORMAT

Application for the post of '**Data Entry Operator**'
[at MDM Section in the office of the District Magistrate, Cooch Behar (HQ)]
On Purely Contract Basis

Affix Passport
size recent color
Photograph and
sign across

POST APPLIED FOR: DATA ENTRY OPERATOR

1	Name (in capital letters)	:	
2	Father/ Guardian's Name	:	
3	Sex	:	Male / Female / Others
4	Present Address with PIN	:	
5	Permanent Address with PIN	:	
6	Contact No. (Mob)	:	
7	E-mail Id	:	
8	Date of Birth	:	
9	Caste	:	General / SC/ ST/ OBC-A/ OBC-B
10	Age as on 01.01.2025	:	_____ Years _____ Months _____ Days
11	Educational qualification	:	
12	Extent of Computer knowledge	:	
13	Work Experience, if any	:	

Declaration :

I do hereby declare that the statements are true are correct to the best of my knowledge and in the event of the information provided by me, being found false, my candidature is liable to be cancelled.

Date : _____

Signature of the Candidate in full

Note :

1. Self-attested copies of proof of age, educational qualification, caste certificate (if applicable), computer knowledge and experience should be enclosed.
2. Filled-in application should be submitted to the Mid-Day-Meal Section, Office of the District Magistrate, Cooch Behar by hand by 25.02.2025 [up to 5.30 p.m.].