

Annexure-1

APPLICATION FOR THE POST OF DEO IN THE TREASURIES WITHIN THE MURSHIDABAD DISTRICT.

Note: Please ensure that no column is left blank.

FOR OFFICE USE ONLY

Sl no:.....

Roll No. : _____

1. File No. _____ 2. Date of application :.....

3. Degree/Diploma _____

4. Specialisation

Space for
Self-attested
Passport-size
photograph

5. a) Full Name (Sh./Smt./Km.) : _____

b) Father/Husband Name:.....

b) Date of Birth

Age as on 01.01.2016.....

c) Nationality : _____

d) Gender Male/Female.....

6. a) Present Address : _____

b) Permanent Address:.....

c) Postal address: (a) / (b) [please tick] (Please note that the Office will send all the correspondence to you at this address)

7. Mobile No. : _____

E-mail : _____

8. Academic/Professional Qualification starting with First Degree or Equivalent: (Example, if you are a scholar with a master in any subject, the first degree will be either BA/BSc/BCom or equivalent. You may add row)

DEGREE/DIPLOMA/ CERTIFICATE	YEAR	NAME OF UNIVERSITY/ INSTITUTION	SUBJECT : MAJOR / SUBSIDIARY	Percentage of Marks obtained

9. Additional information, if any,
which you would like to mention in
support of your suitability for the post.

DECLARATION

I DECLARE THAT THE ENTRIES MADE IN THE COLUMNS OF THIS PROFORMA ARE CORRECT AND TRUE TO THE BEST
OF MY KNOWLEDGE AND NOTHING HAS BEEN EITHER CONCEALED OR MISREPRESENTED BY ME.

Place :

Date :

FULL SIGNATURE OF APPLICANT



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
MURSHIDABAD
BERHAMPORE, MURSHIDABAD

ENGAGEMENT OF D.E.O

In reference to Finance Department Memorandum vide no: 2500-F(Y) Dated 20th March 2015. 08 nos. of fresh Data Entry Operators in the treasuries within the Murshidabad District purely on contractual and temporary basis against the vacancies in the Group 'C' posts will be engaged.

1. Engagement shall be purely on contractual/temporary basis for a period of one (1) year. This can be renewed on satisfactory performance.

2. Possessing following educational qualifications Essential:- Applicant has to possess a degree in Graduation with at least 'O' Level Certificate in Computer Application

3. Consolidated pay: i) The Data Entry operators will be entitled to a consolidated remuneration of Rs.11,000/- per month. ii) Annual incremental benefit will be @ Rs.500/-to each operator for the first five years and then @ Rs.600/-thereafter. This is subject to continuous satisfactory service.

4. Age-limit: The maximum age-limit for engagement shall be not exceeding 32 years as on 01.01.2016

5. Application only in the prescribed proforma in Annexure-I (website of the District) of the eligible candidates along with the following documents: (i) Self-Attested photocopies of all testimonials (relevant documents in support of qualifications and experience) & Birth certificate / Madhyamik Admit card will only be entertained.

6. LAST DATE FOR RECEIPT OF APPLICATIONS: 16.08.2016

7. DATE OF COMMENCEMENT OF EXAMINATION: To be informed with the admit card & also to be notified in the district website (murshidabad.nic.in)

8. HOW TO APPLY: Candidates are required to apply through Registered post or drop the application form in the specified Box at Office of the District Magistrate & Collector, Murshidabad. The applicants are advised to submit only single application.

Applications not received within the last date as mentioned in col: 6 & without the requisite certificates and necessary documents will not be entertained.

9. SCHEME OF EXAMINATION. The Competitive examination comprises: (a) written examination as shown in table below. (b) Interview for intelligence and personality test: Selected number of candidates will be called for computer test & interview on the basis of merit in written examination.

The subjects of the written examination, and the maximum marks allotted to each subject & the time allowed will be as follows:

a) Subject	Maximum marks	Time allowed
Computer	30	1 ½ hours
General studies	20	
English	10	
Elementary math & mental ability	20	
b) Computer test & Interview	20	
TOTAL	100	

Method of marking answers in the 'OBJECTIVE TYPE' of examination, you do not write the answers. For each question (hereinafter referred to as "Item") several suggested answers (hereinafter referred to as "Responses") are given. You have to choose one response to each item. The question paper will be in the Form of TEST BOOKLET. The booklet will contain item bearing numbers 1, 2, 3.....etc. Under each item, Responses marked (a), (b), (c), (d) will be given. Your task will be to choose the correct response. If you think there is more than one correct response, then choose what you consider the best response. In any case, for each item you are to select only one response, if you select more than one response, your response will be considered wrong. After you have read each item in the Test Booklet and decided which one of the given responses is correct or the best. You have to mark your response by a tick (✓) with black ball pen to indicate your response

11. PENALTY FOR WRONG ANSWERS: Candidates should note that there will be penalty (Negative Marking) for wrong answers marked by a candidate in the Objective Type Question Papers. (¼ mark for each wrong answer)

Unfair means strictly prohibited: No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.

12. MOBILE PHONES BANNED: (a) Mobiles phones, pagers/Bluetooth or any other communication devices or gadgets are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations. (b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers/Bluetooth or any valuable/costly items to the venue of the examination as arrangements for safe keeping cannot be assured. Authority will not be responsible for any loss in this regard.

13. Termination: The engagement of DEOs will terminate under following situations i) Expiry of Contract Period, if not renewed ii) Giving 30 days notice by either side within the validity period of contract iv) Forthwith under Insubordination & improper behaviour, inefficiency, negligence, etc.

Thur
25/7/2016
Additional District Magistrate (G)
Murshidabad

Copy forwarded for wide publicity to:-

- 1) Additional District Magistrate (D)/ Additional District Magistrate (ZP)/ Additional District Magistrate (LR).
Murshidabad
- 2) The Sub-Divisional Officer (All).
- 3) The Block Development Officer (All).
- 4) The Treasury Officer (All).
- 5) The District Information & Cultural Officer. Murshidabad.
- 6) The District Informatics Officer (DIO NIC). Murshidabad with request to upload in the district's website.
- 7) The CA to District Magistrate. Murshidabad.
- 8) The Notice Board of this Office.

Thur
25/7/2016
Additional District Magistrate (G)
Murshidabad