

**GORKHALAND TERRITORIAL ADMINISTRATION**  
**OFFICE OF THE EDUCATION DEPARTMENT**  
**CMDM/PM POSHAN SECTION**  
**LOUIS JUBILEE COMPLEX**  
**DARJEELING**  
**Email: [gtaeducation@gmail.com](mailto:gtaeducation@gmail.com)**

Memo No.06 /VII-21/EDN/PM POSHAN/GTA/2024-25

Dated:07.01.2025

**RECRUITMENT NOTICE**

In pursuance of the Memo No.364-ES(CMDMP)/ESTT-10/2020 dated 17<sup>th</sup> January 2023 of the Project Director, CMDMP, School Education Department, Government of West Bengal, 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 Scheme, 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)	Office of the Sub Inspector of Schools, Kurseong Circle, Kurseong Block, Darjeeling	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, C) Age: 18 to 35 years (As on 01/01/2025). For SC, ST and OBC the relaxation of age as per Government Notification.	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., [darjeeling.gov.in](http://darjeeling.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 **31/ 01 / 2025**. ***The applicants should be the resident under Kurseong Development Block or Kurseong Municipality.***

**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.

- e) 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.
- f) Caste certificate, wherever applicable.
- g) Experience Certificate (if any)
- g) One self-addressed envelope affixing the requisite postal stamp should also be provided inside the envelope having the application with the requisite documents
- h) All the above documents need to be self-attested by the candidate.

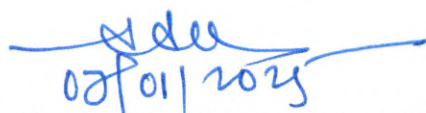
#### GENERAL INSTRUCTIONS:

1. Applications forms may be downloaded from the District Website i.e., [darjeeling.gov.in](http://darjeeling.gov.in)
2. **Application will be received from 13 / 01 /2025 to 31/ 01/2025 (except holidays) either directly by hand or through post at the Office of Executive Director, Education Department, CMDM Section, Louis Jubilee Complex, Darjeeling or at the Office of the Sub Inspector of Schools, Kurseong Circle, Kurseong , Darjeeling.**
3. The engaged/appointed DEOs will get monthly professional fees at a consolidated rate of Rs. 16,000/- per month subject to enhancement of Rs 600/- for first 5 years and thereafter Rs 700/- in terms of Memo No. 364-ES(CMDMP)/ESTT-10/2020 dated 07.05.2023 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 PM Poshan Scheme.
5. Such engagement may be terminated at the completion of the job or at the end of the Project whichever is earlier.
6. 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.
7. If any candidate failed to submit one of the relevant documents mentioned above along with the application, the application will be summarily rejected.
8. 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.
9. The District Level Selection Committee reserves the right to reject any application not properly filled in or received after due date.

#### Mode of Selection:

1. District Level 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, computer test and viva-voce.
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.**

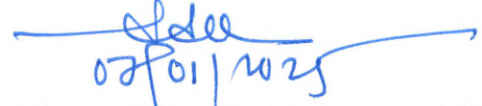
  
07/01/2025  
Executive Director, Education Department, CMDMP  
Darjeeling

Copy forwarded for kind information to:

Memo. No. 06(8) /VII-21/EDN/PM POSHAN/GTA/2024-25

Dated:07.01.2025

1. The District Magistrate, Darjeeling.
2. The OC, Education, Darjeeling.
3. The Sub Divisional Officer, Kurseong.
4. The Block Development Officers (All) Darjeeling.
5. The DIO, NIC with a request to upload this notice Darjeeling district website @ [darjeeling.gov.in](http://darjeeling.gov.in).
6. The DI of Schools (SE/PE), Darjeeling.
7. The SI of School (All), Darjeeling
8. Office Notice Board.



**Executive Director, Education Department, CMDMP  
Darjeeling**

**APPLICATION FOR THE POST OF DATA ENTRY OPERATOR (D.E.O.) ON CONTRACTUAL BASIS  
UNDER COOKED MID-DAY-MEAL PROGRAMME/PM POSHAN SCHEME, KURSEONG CIRCLE  
UNDER EDUCATION DEPARTMENT, GTA**

Ref: Memo No. 06/VII-21/EDN/PM POSHAN/GTA/2024-25 Dated: 07.01.2025

**(To be filled in BLOCK letters)**

Affix one  
Self-attested  
recent Passport  
size coloured  
photograph

1. Name of Applicant: \_\_\_\_\_

2. Name of Father's /Husband's: \_\_\_\_\_

3. Date of Birth (dd/mm/yyyy) \_\_\_\_\_

4. Age (as on 01.01.2025): \_\_\_\_\_

5. Gender: \_\_\_\_\_

6. Present Address:

Village /Ward: \_\_\_\_\_

P.O: \_\_\_\_\_ P.S: \_\_\_\_\_

Block/ Municipality/ Corporation : \_\_\_\_\_

District : \_\_\_\_\_ Pin: \_\_\_\_\_

7. Mobile No : \_\_\_\_\_

8. E-mail ID : \_\_\_\_\_

9. Permanent address:

Village/ ward: \_\_\_\_\_

P.O: \_\_\_\_\_ P.S: \_\_\_\_\_

Block /Municipality/ Corporation: \_\_\_\_\_

District: \_\_\_\_\_ Pin \_\_\_\_\_

10. Category (SC/ ST/ OBC/ General): \_\_\_\_\_

11. Nationality : \_\_\_\_\_

12. Religion :. \_\_\_\_\_

13. Academic Qualification: (Self attested Copies to be enclosed)

Sl. No	Exam Passed	Board/ University	Year of passing	Total Marks	Marks obtained	% of Marks

14. Details of Computer Qualification: (Self attested Copies to be enclosed)

SL. No	Degree/ Course	Name of Institution	Duration of Course	Total Marks	Marks obtained

15. Work Experience (if any) (Self attested Copies to be enclosed)

SL. No	Name of Organization	Designation	From	To	Duration of Experience

### DECLARATION

"I solemnly declare that all the statements made in this application form are true, complete and correct to be best of my knowledge and belief. In the event of information being found suppressed/ false/ incorrect or if my ineligibility is detected my candidature / enrolment will stand cancelled."

Place: \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Full Signature of the applicant

**Note: Self attested copies in support of the age, category, Nationality, academic qualification, computer qualification and work experience to be submitted along with the application.**