



OFFICE OF THE MUNICIPAL COUNCILLORS, ALIPURDUAR
Madhab More, P.O.- Alipurduar Court, Dist.- Alipurduar, Pin- 736122

Phone: 03564-255580/258707, Fax – 03564 – 256134, Email – chairmanapdm@gmail.com,
Website: www.alipurduarmunicipality.in

EMPLOYMENT NOTICE NO.: 03, Dt. 02/06/16

Application in the "Prescribed Format" are invited from the eligible candidates for engagement of 03 nos. of **Support Staff** as detailed below, under **Dindyal Antyodaya Yojana-National Urban Livelihood Mission (NULM)** for **City Mission Management Unit** under Alipurduar Municipality, Alipurduar, on contract basis. The engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.

Sl. No.	Name of the Post	Vacancies, Qualification, Experience & Remuneration
1	Community Organiser	<p>No. of vacancies:- 01</p> <p>Eligibility criteria will be :-</p> <p>i) Education :- 10+2 in any discipline.</p> <p>ii) Experience :- 3 - 5 years of experience in working with community on social development.</p> <p>iii) Proficiency in MS Office (Word, Excel, Power Point etc.) is preferable.</p> <p>iv) Age :- 18- 40 years as on 01.04.2015</p> <p>v) Remuneration: - Rs 10,000.00/ month (all inclusive.)</p>
2	Accountant	<p>No. of vacancies:- 01</p> <p>Eligibility criteria will be :-</p> <p>i) Bachelor degree in Commerce;</p> <p>ii) At least three year experience in working with any organization of the Govt society, firm, association etc.;</p> <p>iii) Proficiency in MS-Office (Word, Excel, Power point etc.)</p> <p>iv) Age - 18- 40 years as on 01.04.2015</p> <p>v) Remuneration :- Rs 14,000.00/ month (all inclusive.)</p>
3	Dealing Assistant cum Data Entry Operator	<p>No. of vacancies:- 01</p> <p>Eligibility criteria will be :-</p> <p>i) 10+2 in any discipline and at least 6 month course in Basic Computer;</p> <p>ii) At least 2 year experience in working with organization of the Govt society, firm, association in data entry and related works in relevant field;</p> <p>iii) Proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power point etc.);</p> <p>iv) Age - 18- 40 years as on 01.04.2015;</p> <p>v) Remuneration: - Rs 12000.00/ month.</p>

Terms and conditions noted below:-

1. The upper age limit for all the post is 40 years as on 01.04.2015.
2. No TA/DA will be paid to the candidates for the selection test / interview.
3. Candidates should apply in the "Prescribed Application Form" downloaded from the municipal website, i.e., www.alipurduarmunicipality.in, the website of the Department of Municipal Affairs, GoWB, i.e., www.wbdma.gov.in, or from the District Employment Exchange, Alipurduar.
4. Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority with application and self attested photocopy of the age proof certificate with the application.
5. Self attested recent 2 copies passport size photo to be pasted one in Application Form and other one in Admit Card
6. Application should be addressed to the Chairman, Alipurduar Municipality, & Chairman, CLSC-NULM, Alipurduar Municipality, Madhab More, P.O. - Alipurduar Court, Dist.- Alipurduar, Pin - 736122
7. Envelope containing the application should be super scribed with "Application for the post of.....(Name of the post)."
8. Two (2) self addressed (24cmX11cm) envelop with postage stamp of Rs. 40/- (Rupees Forty) each.
9. Applications should be sent by ordinary post / registered post / courier service / speed post which should reach this office on or before 30.06.2016 upto 4.00 p.m. Applications received after the scheduled date & time shall not be entertained.
10. Selection Procedure: Selection of the candidates will be made on the basis of the selection test or Interview or both, as to be decided by the City Level Selection Committee (CLSC).
11. Authority reserves the right to cancel all or any application without assigning any reason.
12. The Specimen "Application Form" is also available in the Municipal Notice Board of Alipurduar Municipality, Alipurduar

The last date & time for submission of application: 30.06.2016 upto 4.00 p.m.


Chairman
Alipurduar Municipality
Chairman
Alipurduar Municipality

7) Contact Number

--	--	--	--	--	--	--	--	--	--

8) E-mail ID:-

9) Academic Qualification:

Sl. No.	School/Board/Univ./Inst.	Exam Passed	Year of passing	Total Marks	Marks Obtained	Percentage

10) Computer Knowledge:

11) Experience:

Sll. No.	Name of the Employer	Name of the Post	Date of Joining	Date of Leaving	Gross Salary Drawn	Whether the job is temporary or permanent	Type of Work Done

11) Additional Qualification (if any):

Declaration: I hereby declare that I have gone through the conditions of eligibility mentioned in the advertisement/website. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary certificates in original whenever required.

If any information/details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my services may be terminated.

Date:

Place:

Signature of the Candidate

ADMIT CARD

Roll No.

TO BE FILLED IN BY THE CANDIDATE

Name of the post applied for:-

1) Name of the candidate:-

2) Father's Name:-

3) Postal Address:

4) Date of Birth:

Note:- Bring all original certificates in support of Age, Educational Qualification etc.



Signature of the Candidate

.....

TO BE FILLED IN BY THE APPLICATION RECEIVING AUTHORITY

ROLL NO

Name of the Examination / Interview Centre
With complete address :

Date of Examination / Interview and time :

Reporting time at the Centre :

Signature of the Authority