

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 Dindayal 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.

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

Terms and conditions noted below;-

- The upper age limit for all the post is 40 years as on 01.04.2015.
- No TA/DA will be paid to the candidates for the selection test / interview.
- 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.
- 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.
- 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 To
The Chairman
Alipurduar Municipality
& Chairman, CLSC-NULM,

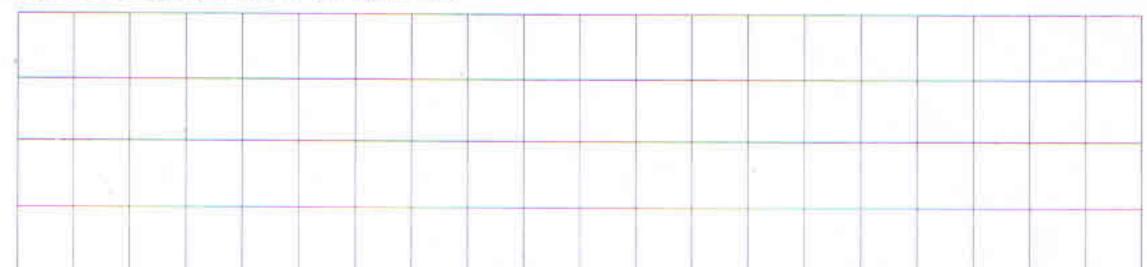
Alipurduar Municipality, Madhab More, P.O. – Alipurduar Court, Dist.- Alipurduar, Pin - 736122 Attach one selfattested passport size photo here

Application for the post of	 	***************************************

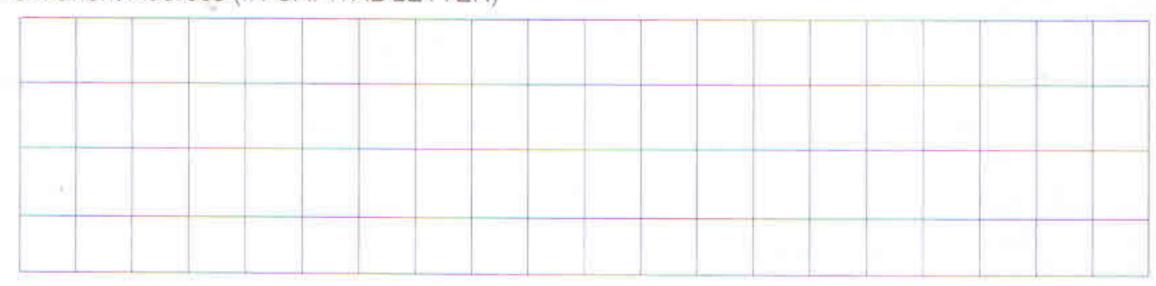
- 1) Name (IN CAPITAL LETTER):
- 2) Father's/Husband's Name:
- 3). Gender: Male / Female
- 4) Date of Birth:

D	D	M	M	Y	Y	Y	Y

- 5) Nationality:
- 6) Address with pin code
- a) Present Address (IN CAPITAL LETTER)



b) Permanent Address (IN CAPITAL LETTER)



lo.	Passed	pas	sing	Marks	Ob	tained		
			4					
) Computer Knowledge								
) Experience:		-10						
SII. Name of the Employer		ate of oining	Date of Leavin		ary	Whether the job is temporary or	2	Type of Work Done
						permanent		
~		Ti:						
) Additional Qualification (if ar	ny):							
claration: I hereby declare that I had ceptable to me and I fulfill these conditioned.								

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:

Contact Number

9) Academic Qualification:

School/Board/Univ./Inst.

Exam

Year of

Total

Marks

Percentage

Signature of the Candidate

8) E-mail ID:-

SI.

ADMIT CARD

Roll No						
TO BE FILLED IN BY THE CANDIDATE						
Name of the post applied for:-			Attach one self- attested passport			
1) Name of the candidate:-			size photo here			
2) Father's Name:-						
3) Postal Address:						
4) Date of Birth:						
Note:- Bring all original certificates in su	pport of A	ge, Educational Qua	ilification etc.			
		Signature of the Candidate				
TO BE FILLED IN BY THE APPLICATION	RECIVING	AUTHORITY				
ROLL NO						
Name of the Examination / Interview Cent With complete address	tre :					
Date of Examination / Interview and time						
Reporting time at the Centre	*					
		Signature of the A	Authority			