

OFFICE OF THE COUNCILLORS OF CHAMPDANY MUNICIPALITY

1, POURA BHAWAN ROAD, CHAMPDANY
P.O.-BAIDYABATI, DIST.-HOOGHLY, PIN-712222

Employment Notice No. NulmChamp-I/2016

Dated : 15/07/2016

Application in the 'Prescribed Format' is invited from the eligible candidates for purely contractual engagement for the following posts under National Urban Livelihood Mission(NULM) along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under NULM under Champdany Municipality

Sl. No.	Name of Post	Qualification/Experience/Remuneration
1	Accountant	a) No. of post : one i) Bachelor Degree in Commerce ii) At least three years 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 per month
2	Dealing Assistant-cum Data Entry Operation	a) No. of posts : one i) 10+2 in any discipline and at least 6 month course in Basic Computer ii) At least 2 years experience in working with organization of Govt. society, firm, association in data entry and related works in relevant field. iii) Proficiency in internet operation, e-mailing and Ms-Office(Word, Excel, Power Point etc.) iv)Age : 18-40 years as on 01.04.2015 v) Remuneration-Rs.12,000.00 per month
3	Community Organizer	a) No. of posts : one 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 per month(all inclusive)

Terms and Conditions are noted below :

- Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority along with application.
- Candidates should apply in prescribed Application Form to be downloaded from the Website in A4 size paper.
- Candidates should enclose self-attested photocopy of the age proof certificate with the application.
- Self-attested recent passport size photo to be pasted on Application Form and name of the post for which applied must be mentioned on the cover of the application and the top of the application form as 'Application for the post of.....under NULM'
- Application should reach on the following address :
Address : Chairman, Champdany Municipality, 1 Poura Bhawan Road, P.O.-Baidyabati, Dist.-Hooghly Pin-712222
- Candidates are requested to view the Website Municipal Affairs Department(www.wbdma.gov.in) and of CMU(www.changeolkata.org) and www.champdanyunicipal.org (municipality website) for further details.
- LAST DATE OF SUBMISSION OF APPLICATION is **1st August, 2016 upto 4 pm.**
- Submission of application through online will not be allowed.


Chairman
CHAMPDANY MUNICIPALITY

Chairman, Champdany Municipality

12. List of documents should be enclosed (Put Tick in the Box)

Sl. No.	Documents	Yes	No	Sl. No.	Documents	Yes	No
1	Proof of age			5	Copy of Employment Exchange card (if any)		
2	Proof of academic Qualification			6	Copies of recent passport Size photographs		
3	Proof working experience						
4	Proof in support of category (if any)						

Declaration: I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. 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 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

TO BE FILLED IN BY THE CANDIDATE

Name or the post applied:-

- 1) Name:-
- 2) Father's Name:-
- 3) Postal address:-
- 4) Date of birth:

Attach passport
size
Photo
(Self-attested)

Signature of the Candidate

TO BE FILLED IN BY THE OFFICE (CHAMPDANY MUNICIPALITY)

ROLL NO.....

Name of the Examination / Interview Centre With complete address :

Date of Examination / Interview and time :

Reporting time at the Centre :

Note: - Bring all original certificates in support of Age, Education Qualification & NOC from concern Authority if applicable.

Date-

Signature of the City project Officer