



Office phone No. -03583- 255255

Fax -03583- 255194

Email ID :- mathabhangga_municipality@rediffmail.com

Office of the Councillors

MATHABHANGA MUNICIPALITY

P.O.- MATHABHANGA ★ DIST.- COOCHBEHAR
(West Bengal)

Notification of Vacancy No. : 01/MM/NULM./2016 Dated : 28.12.2016

Application are hereby invited in prescribed format from the eligible candidates for engagement of 01(one) no. Dealing Assistant cum Data Entry Operator on contractual basis under National Urban Livelihood Mission (NULM) in Mathabhangga Municipality. Educational qualification, experience, other qualification, Remuneration, Period of engagement is given below:-

1. Name of the Post :- **DA cum DEO**, 2. No. of Post = **01(One)**, 3. Educational Qualification: - **Passed 10 + 2 in any discipline and at least 6 months course in Basic Computer**, 4. Experience: - **At least 2 years working experience with Govt. organization, Society, Firm, Association in data entry and related works in relevant field**. 6. Other Qualification :- **Proficiency of Interest Operation, e-mailing and M.S Office (Word, Excel, Power Point etc.) and fluency in English**. 7. Remuneration :- **(Contractual) Total Rs. 12,000/- (Rupees Twelve Thousand)only per month (all inclusive)** 8. Period of engagement: - **The engagement is purely contractual, initial engagement is for one year with subsequent renewal based on performance.**

Method of Test :- **Computer Proficiency Test and interview, Age :- 18 to 40 years(as on 01-04-2016)**

Terms & Conditions

1. Application should be sent to the Chairman, Mathabhangga Municipality, P.O. Mathabhangga, Dist. Cooch Behar, Pin – 736146 by post or by hand.
2. Application must be super scribed on the envelop as “Recruitment to the post of Dealing Assistant cum Data entry operator)
3. Applicant must furnish self attested photo copies of all testimonials and certificates issued by the competent authority along with the application.
4. Upper age limit is relax able as per rule in case of SC/ST/OBC candidates.
5. Self attested passport size photograph(2 copies) to be pasted on specified space.
6. A Self addressed envelop 4” x 8” size with postage Stamp of Rs. 5/- only must be enclosed with the application.
7. N.O.C requires for those applicants who are working with organization of Govt. of W.B.
8. On line application will not be entertained.
9. Prescribed application form available in the website www.wbdma.gov.in in and office notice board.
10. Last date of receiving of application is 20.01.2017 up to 5.00 p.m.
11. Application found incomplete/defective on scrutiny shall be rejected without further communication to the applicant.
12. Application reached later shall not be entertained under any circumstances.

Chairman

Mathabhangga Municipality,
Mathabhangga, Cooch Behar.
Mathabhangga, Cooch-Behar

10. DETAILS OF COMPUTER COURSE :

11. WORKING EXPERIENCE :

12. ADDITIONAL QUALIFICATION (IF ANY) :

13. LIST OF DOCUMENTS SHOULD BE ENCLOSED (PUT A TICK IN THE BOX) :

SL. NO.	DOCUMENTS	YES	NO
1.	Proof of age		
2.	Proof of Academic qualification		
3.	Proof in support of Category (if any)		
4.	Copy of Employment Exchange Card (if any)		
5.	Copies of recent Passport size photo		
6.	Proof of Computer Knowledge		
7	Proof of Working Experience		

I do hereby declare that all the information furnished by me true to the best of my knowledge and belief. In case any of them is found false / defective subsequently my candidature shall liable to be cancelled.

Place:

Date:

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Full Signature of the Candidate