

OFFICE OF THE
BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR

PH. NO : 03522 - 255450 / 255680 / 256930 / 255649 / 256931 / 255655

e-mail - bmpality@gmail.com / bmpality@hotmail.com
website : www.balurghatpurasava.webs.com

Memo No: 2145/16-95

Date: 02.01.16

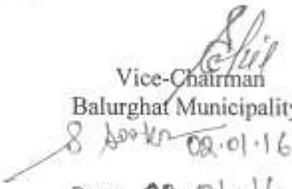
Employment Notice

Balurghat Municipality has decided to engage 3 (three) No. of posts for CMMU under NULM on contract basis namely 1) Community Organiser (C.O.) 2) Dealing Assistant cum Data Entry Operator 3) Accountant on consolidated contractual remuneration of Rs. 10,000/- (ten thousand), 12,000/- (twelve thousand), and 14,000/- (fourteen thousand) only respectively purely on contract basis with each engagement period of maximum 1 (one) year at a time.

Last date and time of submission of application on 19.01.2016 at 4 P.M.

For details visit the website:

www.wbdma.gov.in and www.balurghatpurasava.webs.com


Vice-Chairman
Balurghat Municipality

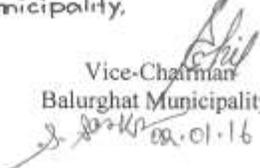
8/10/16 02.01.16

Memo No: 2145/1106-95

Date: 02.01.16

Copy forwarded for information and necessary action to:-

- 1) The Director, SUDA & Mission Director, WBSULM.
- 2) The Addl. Director of Local Bodies, Jalpaiguri Division, Siliguri.
- 3) The District Magistrate, Dakshin Dianjpur.
- 4) SDO, Balurghat Sadar.
- 5) District Information and Cultural Officer, Dakshin Dinajpur, Balurghat.
- 6) Sri M.M.Karmakar, MCIC, NULM, Balurghat Municipality.
- 7) The Executive Officer, Balurghat Municipality.
- 8) Sri P.Majumder, Head Clerk, Balurghat Municipality.
- 9) The Accountant, Balurghat Municipality.
- 10) Notice Board, Balurghat Municipality.
- 11) Sri Minmoy Das, IT Expert, Balurghat Municipality.


Vice-Chairman
Balurghat Municipality

8/10/16 02.01.16

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Memo No: 2145/G-75

Date: 02.01.16

Employment Notice

Application in the Prescribed Format is invited from the eligible candidates for purely contractual engagement. Initial engagement is for one year with subsequent renewal based on performance and availability of fund under National Urban Livelihood Mission (NULM) under Balurghat Municipality.

Sl. No.	Name of Post	NO. of Posts	Qualification/ Experience/ Remuneration
1	Community Organiser (C.O)	1 (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/- per month (all inclusive)
2	Dealing Assistant cum Data Entry Operator	1 (one)	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 12,000/- per month.
3	Accountant	1 (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: 14,000/- per month.

Mbamaker
31/12/15
Member
Chairman-in-Council
Balurghat Municipality

Chakrabarty
31.12.15
Executive Officer
Balurghat Municipality

S. K. Saha
31/12/15
Vice-Chairman
Balurghat Municipality

OFFICE OF THE
BALURGHAT MUNICIPALITY



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website : www.balurghatpurasava.webs.com

Memo No: 2145/10-95

Date: 02.01.16

Terms and Conditions are noted below:-

- 1) Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.
- 2) Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application.
- 3) Candidates should apply in the prescribed Application Form to be downloaded from the website in A4 size paper.
- 4) Candidates should enclose self-attested photocopy of the age proof certificate with the application.
- 5) Self-attested recent passport size photo to be pasted on Application Form as well as on Admit Card and name of 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"
- 6) Application should reach on the following address by registered post / courier service.
To, The Chairman, Balurghat Municipality, Sovo Majumder Sarani, P.O. and P.S.- Balurghat, Dist- Dakshin Dinajpur, Pin-733101, West Bengal.
- 7) Candidate should enclose 2 (two) no. of Self-Address envelopes, one positively with postage stamp of Rs.5/-
- 8) 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/ Town Level Selection Committee.
- 9) Authority reserves the right to cancel all or any application without assigning any reason.
- 10) No TA/DA will be paid to the candidates for selection test / interview.
- 11) LAST DATE OF SUBMISSION OF APPLICATION IS 19.01.2016 UPTO 4 P.M.

Mamun
01/10/15
Member
Chairman-in-Council
Balurghat Municipality

Chakraborty
26.12.15
Executive Officer
Balurghat Municipality

S. S. S.
Vice-Chairman
Balurghat Municipality
31/12/15

b) Permanent Address (IN CAPITAL LETTER)

8) Contact Number:

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9) Academic Qualification:

Sl. No.	School/Board/Univ./Inst.	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

10) Computer Knowledge:

11) Experience:

Sl. No.	Name of the Employer	Name of the Post	Date of Joining	Date of Leaving	Whether the Job is Temporary / permanent	Type of work done

12) Additional Qualification (If any):

13) List of documents should be enclosed (Put tick mark in the Box)

Sl. No.	Documents	Yes	No
1	Proof of Age		
2	Proof of Academic Qualification		
3	Proof of Working experience		
4	Proof in support of category (if any)		
5	Copy of employment exchange card (if any)		
6	Copies of recent passport size photograph		

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 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 service may be terminated.

Date:

Place:

Full signature of the Candidate

ADMIT CARD

TO BE FILLED IN BY THE CANDIDATE

Name of the post applied for:-

1) Name:-

2) Father's Name:-

3) Postal Address:

4) Date of Birth:

Attach Passport
size photo

(Self attested)

Signature of the Candidate

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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:

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

Signature of the Authority