



OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT

RISHI BANKIM CHANDRA CHATTERJEE ROAD

BARASAT KOLKATA - 700 124.



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Date : 13/01/2016

Memo No. 890 - BM / NULM / 2015 - 16

From : Shri Sunil Mukherjee
Chairman, Barasat Municipality

NOTICE

Application in the "Prescribed Format" (attached with this notification) is invited from the eligible candidates for purely contractual engagement of 1. Accountant, 2. Dealing Assistant cum Data Entry Operator (DA cum DEO) and 3. Community Organiser 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 Barasat Municipality.

The eligibility criteria for three different posts are given below:

1. Post - Accountant:

- 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/-/month (all inclusive)

2. Post - Dealing Assistant cum Data Entry Operator

- i. 10+2 in any discipline and at least 6 months course in Basic Computer
- ii. At least 2 years experience in working with organization of the 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 : ₹ 12,000/-/month (all inclusive)

3. Post - Community Organiser:

- i. 10+2 in any discipline
- ii. 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 : ₹ 10,000/-/month (all inclusive)

➤ Terms and Conditions are noted below:

- A. The candidates who do not have the required academic qualifications, competencies and work experiences mentioned and who do not have capacities to discharge the responsibilities need not apply. Applications received from candidates not having the minimum academic qualifications, competencies and work experiences will be summarily rejected.

- B. Application has to be made in the prescribed Application Form (attached with this notification) only. Candidates must submit, along with applications, attested copies of all documentary evidences in support of their academic qualifications and work experiences and No Objection Certificate from Authority if the candidate presently engaged in service. The Application Form will have to be filled up on the basis of facts which they will have to substantiate subsequently showing the originals during the selection process, failing which their candidature will be cancelled.
- C. The applications must be completed in all respects. Incomplete applications will be summarily rejected.
- D. Each application in sealed cover addressing to the chairman, Barasat Municipality Rishi Bankim Chandra Chatterjee Road, Barasat, Kolkata - 700124 must reach within **05.02.2016 (before 04.00 PM) positively**. Application may be sent by Registered post or may be submitted in the receiving of Barasat Municipality or by email:info@barasatmunicipality.org
- E. Applications reaching the above address after the stipulated date and time will not be considered for selection.
- F. *"Application for the post of (mention name of the post) under the NULM, Barasat Municipality"* should be written on the envelope containing the filled in application form.
- G. Only shortlisted candidates will be called during selection. Selection will be done on competitive basis.
- H. Decision of the City Level selection Committee shall be final in the matter of selection of eligible candidates. Authority reserves the right to cancel all /any application without assigning any reason. Canvassing in any manner shall lead to disqualification of candidature.
- I. No TA/DA will be paid to the candidates for appearing at the selection test/interview.



Chairman
Barasat Municipality
Chairman
Barasat Municipality

APPLICATION FORM

(Relevant attested documents of educational qualifications and work Experiences and No Objection from authority if already engaged in service need to be attached with this application form and original documents will be checked at appropriate time to be notified in due course)

*Please affix
here Your
recently taken
Coloured
passport size
photograph
& sign on it*

BARASAT MUNICIPALITY

**RISHI BANKIM CHANDRA CHATTERJEE ROAD
BARASAT, KOLKATA - 700 124**

1. Name of the candidate (in Capital Letters):.....
2. Posts applied for:.....
3. Name of Father/Husband:.....
4. Date of birth:.....
5. Age as on 01.04.2015:.....
6. Sex:..... 7. Nationality.....
8. Religion:..... 9. Caste
10. Postal Address:.....
.....
.....
11. E-mail address (Mandatory):.....
12. Contact No:.....
12. Educational Qualification:

| Name of Examinations passed | Year of Passing | %of Marks | Subjects taken | Board/University |
|-----------------------------|-----------------|-----------|----------------|------------------|
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| Others, if any | | | | |

13. Computer Knowledge / Course done:

14. Details of Relevant Work Experience (Add more pages if required)

| Sl.No. | Organization/Office | Post Held | From | To | Total Period (Years & months) |
|----------------------------|--|-----------|------|----|----------------------------------|
| | | | | | |
| | Major responsibilities/tasks performed | | | | |
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| | Major responsibilities/tasks performed | | | | |
| | | | | | |
| | Major responsibilities/tasks performed | | | | |
| | | | | | |
| Total period of experience | | | | | |

15 Whether the present organization will release immediately (in case the contractual engagement is offered): Yes / No (Indicate with \surd mark):

I do hereby certify that all the details stated above are true to the best of my knowledge and that in case any information is proved false my candidature will be liable to be cancelled.

Date:.....

Place.....

Full Signature