

# **NOTICE OF VACANCY**

## **OFFICE OF THE MUNICIPAL COUNCILLORS BAIDYABATI MUNICIPALITY**

**Employment Noitice No. 02 / CLSC / NULM / 16**


**Date 25-Jan-16**

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement for the following posts for City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) for maximum period of 2 (Two) years along with the provision of subsequent renewal after every 1 (One) year based on satisfactory appraisal under National Urban Livelihood Mission (NULM) under Baidyabati Municipality.

Sl. No.	Name of the Post	Qualification / Experience / Remuneration
1	Accountant	a) <b>No. of Posts</b> – 1 (One) b) <b>Educational Qualification</b> – Bachelor degree in Commerce. c) <b>Experience</b> – At least 3 (Three) years experience in working with any organization of the Govt. Sector, Firm, Association etc. d) <b>Other Qualification</b> – Proficient with MS Office (Word, Excel, Power Point etc.). e) <b>Remuneration</b> – Rs. 14000/- per month.
2	Dealing Assistant cum Data Entry Operator	a) <b>No. of Posts</b> – 1 (One) b) <b>Educational Qualification</b> – 10+2 in any discipline and at least 6 (Six) months course in Basic Computer. c) <b>Experience</b> – At least 2 (Two) years experience in working with any organization of the Govt. Sector, Firm, Association etc. in data entry and related works in relevant field. d) <b>Other Qualification</b> – Proficiency in Internet operations, e-mailing and MS Office (Word, Excel, Power Point etc.). e) <b>Remuneration</b> – Rs. 12000/- per month.
3	Community Organiser	a) <b>No. of Posts</b> – 2 (Two) b) <b>Educational Qualification</b> – 10+2 in any discipline. c) <b>Experience</b> – At least 3 – 5 years experience in working with Community on Social Development. d) <b>Other Qualification</b> – Proficiency in MS Office (Word, Excel, Power Point etc.) is preferable. e) <b>Remuneration</b> – Rs. 10000/- per month.

### **Terms and condition are noted below :-**

1. The age limits 18 – 40 years as on 01.04.2015.
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 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 \_\_\_\_\_" should reach on the following address:-  
**Address :- The Chairman, Baidyabati Municipality, PO –Sheoraphuli, Dist. – Hooghly.**
6. Candidates are requested to view the website [www.baidyabatimunicipality.org](http://www.baidyabatimunicipality.org), [www.wbdma.gov.in](http://www.wbdma.gov.in) and [www.changekolkata.org](http://www.changekolkata.org) for further details.
7. The last date of submission of application is 16.02.2016 upto 4 p.m.

  
**(Arindam Guin)**  
**Chairman**  
**Baidyabati Municipality**

# APPLICATION FORM

To  
The Chairman,  
Name of the Municipality  
P.O. Name of the Municipality  
Name of the District  
West Bengal

Attach passport  
size photo  
(self-attested)

Application for the post of.....

1) Name (IN CAPITAL LETTER):

[illegible]

2) Father's/Husband's Name (IN CAPITAL LETTER):

[illegible]

3) Gender:(MALE/FEMALE)

--	--	--	--	--	--

4) Date of Birth:

D	D	M	M	Y	Y	Y	Y

5) Nationality:

--	--	--	--	--	--

6) CATERGORY : (SC/ST/OBC/GENERAL)

--	--	--	--	--	--

7) Address with pin code:

6.1 Present Address (IN CAPITAL LETTER)

[illegible]

6.2 Permanent Address (IN CAPITAL LETTER)


8) Contact number:

--	--	--	--	--	--	--	--	--	--

9) Academic Qualification:

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

9) Computer Knowledge:

10) Experience :

Sl. No	Name of the employer	Name of the Post	Date of joining	Date of Leaving	Whether the job is temporary or permanent	Type of Work Done

11) Additional Qualification(if any):



12) List of documents should be enclosed (Put Tick mark 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**