

## Notice of Vacancy

### OFFICE OF THE MUNICIPAL COUNCILLORS Bansberia Municipality

Employment Notice: NULM-I (2<sup>nd</sup> Call)

Dated: 12/02/2016

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement of Accountant and Dealing Assistance cum Data entry operator for the following posts for City Mission Management (CMMU) under Nation Urban Livelihood Mission (NULM) for maximum period of 2 years along with the provision of subsequent renewal after every one year base on satisfactory performance appraisal under National urban Livelihood Mission(NULM) under Bansberia Municipality.

Sl.No.	Name of Post	Qualification / Experience / Remuneration
1	Accountant	<b>a) No. of posts-</b> One i) Bachelor degree in Commerce ii) At least three year 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 :- 14,000.00/ month
2	Dealing Assistance cum Data Entry Operator	<b>a) No. of posts-</b> 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 operation, e-mailing and Ms-Office (Word, Excel, Power Point etc.) iv) Age – 18-40 years as on 01.04.2015 v) Remuneration :- 12,000.00/ month

#### Terms and Conditions are noted below-

1. The upper age limit of the specialists/ experts to be engaged in CMMU will be 40 years as on 01.04.2015
2. Contractual monthly remuneration for each post will be Rs. 14,000/- and 12,000/-
3. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority along with application.
4. Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
5. Candidates should enclose self-attested photocopy of the age proof certificate with the application.
6. 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 Accountant / Dealing Assistance cum Data entry Operator
7. Application should reach on the following address or by email [bansb\\_04@yahoo.com](mailto:bansb_04@yahoo.com) .
8. Candidates are requested to view the Website of Municipal Affairs Department ([www.wbdma.gov.in](http://www.wbdma.gov.in)) and [www.bansberiamunicipality.org](http://www.bansberiamunicipality.org) (municipality website) for further details
9. LAST DATE OF SUBMISSION OF APPLICATION IS 29.02.2016 up to 4 pm

  
Chairperson,  
CLSC, Bansberia Municipality







13) Check List of Documents (Put Tick mark in the Box):

Sl. No.	Document	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 fulfil these conditions. The details mentioned in the Application are true and I shall furnish the necessary documents 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 engagement likely to be terminated.

Date:

Place:

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Full Signature of the Candidate