

OFFICE OF THE MUNICIPAL COUNCILLORS
BHADRESWAR, DIST. HOOGHLY



From : *Manoj Upadhyay*,
Chairman, Bhadreswar Municipality

Memo No:

Dated, Bhadreswar, the 20TH January, 2016

EMPLOYMENT NOTICE

Applications in the prescribed format are invited within 11/02/2016 up to 4:00 p.m. for the following posts for City Mission Management Unit (CMMU) under NULM for (maximum period of Two years) along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under NULM in Bhadreswar Municipality and availability of fund.

Name of the Post	No. of Post	Age Limit	Monthly Consolidated contractual Remuneration
1. Accountant (1 No.)	One (unreserved)	18-40 yrs. as on 01/04/2015	Rs. 14,000.00
2. Dealing Assistant cum Data Entry Operator (1 No.)	One (unreserved)	18-40 yrs. as on 01/04/2015	Rs. 12,000.00

For Accountant	Qualification & Experience – Bachelor Degree in Commerce. Experience: At least three years experience in working with Organization of Govt. Society, firm, associations etc. Other Qualifications – Proficiency in MS Office (Word, Excel, Power Point etc.)
For Dealing Assistant cum Data Entry Operator	Qualification & Experience – 10+2 in any discipline and at least 6 month course in Basic Computer Experience: At least 2 years experience in working with organization of the Govt. Society, firm, association in data entry and related works in relevant field. Other Qualifications – Proficiency in MS Office (Word, Excel, Power Point etc.)

Selection Procedure: Selection will be made through written test and viva-voce

How to Apply: Application in plain paper with Bio-Data, Photograph (2 copies) and testimonials along with email ID & Mobile No. must be submitted to The Chairman, Bhadreswar Municipality, G. T. Road, P.O. & P.S. Bhadreswar, Dist. Hooghly, Pin. 712124.

Application Format Template is attached with Employment Notice

*** For details visit the website www.wbdma.gov.in or www.bhadreswarmunicipality.in

Manoj Upadhyay
Chairperson, CLSC &
Chairman
Bhadreswar Municipality

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www.facebook.com/bhadreswarmunicipality

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Mukherjee A

ii) Land Ph. No.:

iii) E-mail id:

8) Academic Qualification:

Sl. No.	School/Board/univ./ Inst.	Degree / Diploma	Year of Passing	Duration	Percentage of marks obtained

9) Additional Qualification(If any):

10) Present Occupation (If any):

a. Designation.....

b. Name & Address of Employer /

Organization.....

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11) Experience :

Sl. No	Name of the Organization	Name of the Post	Experience		Whether the job is permanent/ contractual	Nature of Work Done	Experience Certificate Enclosed (Y/N)
			Year	Month			

12) Language Known:

Language	Reading	Writing	Speaking

13) Check List of documents:

Sl.No	Documents	Y/N	No of documents enclosed(Photocopies)
1	Proof of age		
2	Proof of Academic qualification		
3	Proof of working experience		
4	Copies of recent passport Size photographs		
5	No objection from present employer, if applicable		

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 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