

OFFICE OF THE DALKHOLA MUNICIPALITY
P.O- DALKHOLA, DIST- UTTAR DINAJPUR



Phone:- (03525) 256259

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Memo No. 619

Date:- 3/11/2016

From: The Chairman,
CLSC & Dalkhola Municipality.

To.: The Director, SUDA
&
Mission Director, WBSULM,
ILGUS BHAVAN,
H.C. Block, Sector - III,
Bidhannagar,
Kolkata - 700 016.

Sub.: Engagement of DA-cum DEO under NULM in Dalkhola Municipality.

Sir,

I would like to furnish herewith a detailed notice in connection with engagement of DA-cum DEO under NULM in Dalkhola Municipality in the District of Uttar Dinajpur for favour of kind information and getting it published in the official website of State Urban Development Agency.

Encl: AS stated above

Yours sincerely,


Chairman
CLSC & Dalkhola Municipality

NOTICE

Engagement of One Dealing Assistant-cum Data Entry Operator under NULM in Dalkhola Municipality in the District of Uttar Dinajpur

Applications in prescribed form are invited from the eligible candidates for engagement of one Dealing Assistant-cum Data Entry operator under NULM on purely contractual basis for a period of one Year with subsequent renewal based on performance and availability of funds for Dalkhola Municipality in the district of Uttar Dinajpur.

Name of the post :- Dealing Assistant-cum Data Entry Operator.
Vacancy Position :- 01 (one).

Eligibility Criteria :

- 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 01.04.2016 .
- v) Remuneration :- Rs.12000/- per month.

Documents required: The candidate must submit attested copies of age proof certificate, relevant mark-sheet/certificates, Testimonials etc. along with the application.

Scope of Work:- Capacity building and Training.

Method of Test:- Written Test, Computer Test & Viva Voce or Computer Test & Viva Voce.

Selection shall be made on the basis of marks obtained in the test/tests & viva voce.

Mode of Application:-

- i) Candidates should apply in the prescribed form annexed herewith and marked as Annexure-A.
- ii) Application form can be downloaded from the website www.dalkholamunicipality.org.in and also be available in the office of the undersigned.
- iii) Application should be in A4 size white paper on one side only and be clearly visible.
- iv) One candidate is allowed to submit only one application. In case of submission of more than one applications by a candidate, only the first one will be entertained.

Last Date of receipt of application : 25/11/2016.

- i) Duly filled in application along with enclosures be sent by post so as to reach the below mentioned address on or before 25/11/2016 by 5:00 pm.
- ii) Candidates may also submit applications in **DROP BOX** kept for the purpose in the chamber of the Executive Officer, Dalkhola Municipality, Uttar Dinajpur from 11:00 am. to 5:00 pm on every working days on or before the closing date.
- iii) Duly filled in application in sealed envelope shall be sent to

The Chairman,
Dalkhola Municipality,
P.O.: Dalkhola,
P.S.: Karandighi,
Dist. : Uttar Dinajpur.

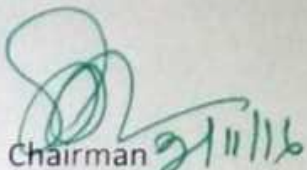
The candidates must write "Application for the post of DA-cum DEO" on the top of the sealed envelope containing the filled in application.

General Conditions:

- i) Candidates should carefully read the instructions and ensure fulfillment of all eligible criteria at the time of submission of application.
- ii) Submission of application does not guarantee an engagement.
- iii) The candidate shall be disqualified at any time & at an stage during the selection process for any misrepresentation of facts & documents. Appropriate legal action will be taken against such candidate.
- iv) The City level Selection Committee under NULM of Dalkhola Municipality reserves the right to alter modus of tests or cancel part/whole of any process or engagement at any stage, if required.

Place: Dalkhola

Date :


Chairman

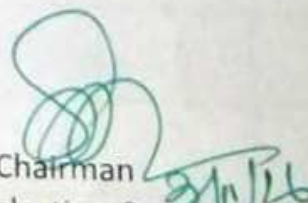
City Level Selection Committee
& Dalkhola Municipality

Memo No. :

Date: / /2016

Copy forwarded for kind information with the request to display the notice in the notice board for wide publicity to :

- 1) The Sub-Divisional Officer, Islampur District Uttar Dinajpur.
- 2) The Block Development Officer, Karandighi, Dist. Uttar Dinajpur.
- 3) The ADSR, Dalkhola, Dist. Uttar Dinajpur.
- 4) The I.C., Dalkhola Out Post, Dalkhola, Dist. Uttar Dinajpur.
- 5) The Dealing Assistant, NULM, Dalkhola Municipality, Uttar Dinajpur.


Chairman

City Level Selection Committee
& Dalkhola Municipality