

# OFFICE OF THE BOARD OF THE COUNCILLORS

## DHUPGURI MUNICIPALITY

PO: Dhupguri, Dist: Jalpaiguri

Phone: 03563-250046

Website: [www.dhupgurimunicipality.org](http://www.dhupgurimunicipality.org)

Memo No: 1549/XXI/NULM/DRGM/16

Date: 27.10.16

### Employment Notice

Application in the 'Prescribed Format' is invited from the eligible candidates on purely contractual engagement for the following posts under National Urban Livelihood Mission (NULM) along with the provision of subsequent renewal after every one year based on satisfactory performance & appraisal.

Sl No.	Name of Post	Eligibility Criteria:
01	Dealing Assistant- cum Data Entry Operator	i) No. of Post: One ii) Education: 10+2 in any discipline and at least 6 months course in basic computer iii) Experience: At least 2 years experience in working with any organization of the Govt. Society, firm, association in data entry and related works in relevant field. iv) Proficiency in Internet Operation, E-mailing and MS-Office (Word, Excel, Power Point etc). v) Age limit: 18-40 years as on 01.04.2016 vi) Remuneration: Rs. 12000/- per month.
02	Community Organiser	i) No. of Post: Two ii) Education: 10+2 in any discipline iii) Experience: At least 3-5 years experience in working with community on Social Development iv) Proficiency in MS-Office (Word, Excel, and Power Point etc) is preferable. v) Age limit: 18-40 years as on 01.04.2016 vi) Remuneration: Rs. 10000/- per month.

#### Mode of Selection:

Candidates will be short listed on basis of their experiences & proficiency in computer. Short listed candidates will have to appear for 'Viva-voce' & Computer Test.

#### Terms and Conditions are noted below:

- Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority along with application.
- Candidates may apply in prescribed application Form to be downloaded from the Website of Dhupguri Municipality in A4 size paper or may obtain format from Office Notice board or Estd. Section for application.
- Candidates should enclose self-attested photocopy to the age proof certificate with application
- 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 top of the application form as 'Application for the post of .....under NULM'
- Sealed/Closed Envelop containing Application may be submitted addressed to The Chairman, Dhupguri Municipality at the Establishment Section of the Dhupguri Municipality, PO: Dhupguri, Dist: Jalpaiguri, Pin: 735210 from 04.11.2016 to 22.11.2016 on all working days by hand or sent by **post/courier** so as to reach the said office within 22.11.2016 by 4:00 pm positively. Application submitted through any other communication channel will be rejected. Incomplete application or application with defect or without requisite enclosures or application reached to the said office after the stipulated date and time will also be summarily rejected without any intimation to the applicant.
- Last date of receiving application is 22.11.16 up to 4:00 pm



Chairman  
Dhupguri Municipality  
Chairman  
Dhupguri Municipality

# APPLICATION FORM

To  
The Chairman  
Dhupguri Municipality  
P.O. Dhupguri  
Dt. Jalpaiguri  
PIN-735210, W.B.

Attach passport size  
photo (self-attested)

Application for the post of ..... Under National Urban

Livelihood Mission (NULM) of Dhupguri Municipality.

1) Name (IN CAPITAL LETTER):

[illegible]

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

[illegible]

3) Gender :(MALE/FEMALE)

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4) Date of Birth : (DD/MM/YYYY)

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5) Nationality:

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6) Address with pin code:

6.1 Present Address (IN CAPITAL LETTER)

[illegible]

## 6.2 Communication Address (IN CAPITAL LETTER)

[illegible]

8) Email-id :

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9) Contact Number :

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10) Academic Qualification :

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

11) Computer Knowledge : .....

12) Experience :

SL No.	Name of the employer	Name of the post	Date of Joining	Date of Leaving	Whether the job is temporary or	type of work done

13) Additional Qualification (If any) :

14) List of documents should be enclosed (Put Tick mark in the Box)

SL No.	Documents	Yes	No	SL No.	Docuuments	Yes	No
1	Proof of age			4	Copy of Employment Exchange card (if any)		
2	Proof of academic qualification			5	Copies of recent passport size photographs		
3	Proof working experience			6	Computer Knowledge		

**Declaration :** I do hereby declare that I have carefully read the conditions of eligibility criteria 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:

Palce:

.....  
Signature of the candate

**ADMIT CARD**

TO BE FILLED IN BY THE CANDIDATE

Name of the post applied for:-

1) Name :-

2) Father's Name :-

3) Postal Address:

4) Date of Birth :-

Attach Passport size  
photo (Self-attested)

Signature of the Candidate

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**TO BE FILLED IN BY THE DHUPGURI MUNICIPALITY**

ROLL NO.....

Name of the Examination / Interview Centre with complete address :

Date of Examination / Interview and time :

Reporting time at the Centre :

**Note :- Bring all original certificates in support of Age, Educational Qualification , Experience , Computer Knowledge & NOC from concerned Authority if applicable**

**Date-**

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**Signature of E.O./ Chairman**