



Office of the Councilors  
**DUBRAJPUR MUNICIPALITY**

Phone: (03462) 244362  
Fax: 03462 - 245171

Email ID:- dubrajpurmunicipality@gmail.com

P.O.- DUBRAJPUR • Dist.- BIRBHUM

Memo No...../DM/201

(1)

Date.....201

**EMPLOYMENT NOTICE**

Advertisement No. 01/NULM/DM/2016

Date – 28/12/2016

Applications as prescribed here - in- after are invited for the flowing posts under National Urban Livelihoods Mission (NULM). The criteria for the posts and the terms & conditions related with this advertisement are as follows:-

Sl. No.	Name of the post	Educational Qualification & Experience
01	Community Organizer 01 ( One ) post	<b>Educational Qualification:</b> - 10+2 in any discipline. <b>Experience:</b> - At least 3-5 year of experience in working with Community on social development work. <b>Other Qualification:</b> - Proficiency in computer (MS word, Excel, Power point etc.) is preferable.
02	Dealing Assistance-cum- Data Entry Operator 01 (One) post	<b>Educational Qualification:</b> - 10+2 in any discipline & at least 6 months course in Basic Computer. <b>Experience:</b> - At least 2 years experience in working with Organization of Govt., Society , Firm, Association in data entry and related works in relevant field. <b>Other Qualification:</b> - Proficiency in internet operation E- mailing and MS-Office (Word, Excel, Power point etc).

**Term & Conditions:-**

- Contractual monthly remuneration for each post is as follows.
  - Community Organizer: Rs, 10000.00 (Ten thousand) / per month
  - Dealing Assistant-Cum-Data Entry Operator: Rs,12000.00 (Twelve thousand) /per month
- Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.

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3. Age limit-18 (eighteen) to 40 (forty) years as on 01.04.2016. No relaxation of age for any caste/ on other reservations.
4. Written test followed by Computer proficiency and Interview shall take place for preparation of a panel of selection candidates.
5. Schedule of written test & Interview shall be intimated in due time.
6. No objection certificate is required for those applicants who are working presently in any govt. Organization / statutory bodies where such rule is application or otherwise the application will not be considered.
7. The envelope must be super scribed with the name of post for which application is being submitted. Application must be filled in as per prescribed format along with self attested testimonials/ certificates will have to be addressed to the Chairman, Dubrajpur Municipality, P.O. & P.S.: Dubrajpur, Dist.- Birbhum, Pin- 731123 and should reach within 5.00 P.M. of 17/01/2017, failing which no application will be entertained.
8. Application may be submitted either by hand or by post in herd copy and sealed envelope only as mentioned in SL. No. 7 above within 10 A.M. to 5 P.M. from Monday to Friday and on Saturday up to 1.30 P.M. excepting Govt. Holidays. Submission of application through on line will not be allowed.
9. No. TA,DA for written test or Interview is admissible.
10. One candidate can apply for one post only.
11. The question of written examination will be made in English only.
12. Candidates are requested to view following website for further details.

[www.Wbdma.gov.in](http://www.Wbdma.gov.in) & [www.changeekolkata.org](http://www.changeekolkata.org)

### N.B.:

- i) Self attested copy of age proof, Qualification Certificate & Certificate of working experience are required with the application.
- ii) The candidate who have not fulfilled the criteria as per requirement in the Employment notice is directed to debar him / her to send the application to this office.
- iii) The authority is not liable for any kind of postal delay or any cause.
- iv) Online application will not entertain.
- v) Quarries in this respect will be considered as disqualification.
- vi) **Last date of Receiving application is 17.01.2017 up to 5.00 PM.**

  
Chairman

Dubrajpur Municipality  
Birbhum.

Chairman  
Dubrajpur Municipality  
Dubrajpur ★ Birbhum





10 . Experiace:

Sl. No.	Name of the Organization	Date of Joining	Date of Leaving/ till Date	Total working Period (in years)	Whether the job is temporary or permanent	Name of the Post held	Type of Work done

11 . Additional Qualification (if any)

12 . List of Document should be enclosed ( Put tick in the box)

Sl. No.	Documents	Yes	No
1	Proof of Age		
2	Proof of Academic Qualification		
3	Proof of working experience		
4	Copy of Employment Exchange card (if any)		
5	Whether recent passport size photographs pasted?		

**Declaration:** *I do 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 this application are true and I shall furnish the necessary original certificates whenever required.*

*If any information/details are found to be incorrect /false at any stage of selection process or if any found to have been concealed by me or detected even after appointment, my services may be terminated.*

Date:

Place:

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Signature of the Candidate