

STD 03561  
Ph. No. 263264  
Fax. 263312

*o/c*

# OFFICE OF THE COUNCILLORS HALDIBARI MUNICIPALITY

P.O. Haldibari, Dist. Cooch Behar, Pin No. 735122

Website: [www.haldibarimunicipality.org](http://www.haldibarimunicipality.org) Email: [haldibari11municipality@gmail.com](mailto:haldibari11municipality@gmail.com)

Memo No : 903/NULM

Date: 04.11.2016

## 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 and availability of fund under NULM of Haldibari Municipality.

Sl. No.	Name of Post	Eligibility criteria:
1.	Dealing Assistant Cum Data Entry Operator	i) No. of post : One ii) Education : 10+2 in any discipline and at least 6 month course in Basic Computer iii) Experience: At least two 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 : 18-40 years as on 01.04.2016.(No age relaxation for SC/ST/OBC) vi) Remuneration: Rs. 12,000.00 per month.
2.	Community Organizer	i) No. of : One ii) Education: 10+2 in any discipline. iii) Experience: 3- 5 years experience in working with community on social development. iv) Proficiency in Ms-Office (Word, Excel, Power Point etc.) is preferable. v) Age: 18-40 years as on 01.04.2016.(No age relaxation for SC/ST/OBC) vi) Remuneration: Rs. 10,000.00 per month.

### 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 should apply in prescribed Application Form to be downloaded from the Website of Haldibari Municipality in A4 size paper.
- Candidates should enclosed self-attested photocopy of the age proof certificate with the 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'.
- Application should reach on the address of Chairman, i.e. The Chairman, Haldibari Municipality, Station Road, P.O. Haldibari, Dist. Coochbehar, Pin no 735122 through Post/courier and by hand within office hours.
- Last date of Submission of application is **21.11.2016 up to 4 p.m.**
- Submission of application through online will not be allowed. 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.

P.T.O.

*[Signature]*  
Executive Officer  
Haldibari Municipality  
Executive Officer  
Haldibari Municipality

Memo No : 903(vii)/NULM

Date: 04.11.2016

**Copy forwarded for information and wide publicity to :-**

1. The Director, S.U.D.A.
2. The Addl. Director of Local Bodies, Jalpaiguri Division.
3. The Executive Engineer, M.E.D., Jalpaiguri Division.
4. The Employment Exchange Officer, Mekhliganj.
5. The B.D.O., Haldibari.
6. The I.C., Haldibari.
7. Office Notice Board.

  
Executive Officer  
Haldibari Municipality  
Executive Officer  
Haldibari Municipality



9) Contact Number :

--	--	--	--	--	--	--	--	--	--

10) Academic Qualification :

Sl No.	School/Board/university./Inst.	Exam Passed	Year 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 permanent	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.	Documents	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:

Place:

.....  
Signature of the candidate

**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 :-



Signature of the Candidate

---

**TO BE FILLED IN BY THE HALDIBARI 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-**

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