

EMPLOMENT NOTICE

KHIRPAI MUNICIPALITY

P.O. – Khirpai, P.S.- Chandrakona :: Dist- Paschim Medinipur :: West Bengal

Advertisement No. –...../NULM/KM/2016

Date:-08/12/2016

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

SI No.	Name of Post	Educational Qualification & Experience
01	Dealing Assistant-cum-Data Entry Operator 01(one) post	Educational Qualification:- 10+2 in any discipline & at least 6 months course in Basic Computer. Experience :- At least 2 years experience in working with Organization of Govt. Society, Firm, Association in data entry and related works in relevant field. Other Qualification:- Proficiency in internet operation E-mailing and MS-Office (Word, Excel, Power Point etc.)

Terms & Conditions :-

1. Contractual monthly remuneration for the post is as follows. Dealing Assistant-cum-Data- Entry Operator : Rs. 12,000.00(Twelve thousand)/per month.
2. Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of found.
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 any Interview shall take place for preparation of a panel of selected 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 applicable or otherwise the application will not be considered.
7. The envelope must be super scribed with the name of the post for which application is being submitted. Applications must be filled in as per prescribed format along with self attested testimonials/certificates will have to be addressed to the Chairman, Khirpai Municipality, P.S. :- Chandrakona, Dist :- Paschim Medinipur, Pin- 721232, and should reach within 5.00 P.M. of 31/12/2016 failing which no application will be entertained.
8. Application may be submitted either by hand or post in hard 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. The question of written examination will be made in Bengali only.
- 11 . Candidates are requested to view following **website** <http://www.khirpaimunicipality> and [www.wbdma.gov.in.](http://www.wbdma.gov.in) and www.changeolkata.org. for further details.

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 RECEIVING APPLICATION DATE OF is 31/12/2016. Up to 5.00.P.M.**

Chairman
Khirpai Municipality

7 . Contact number.

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8 . Email Id :

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9 . (1) Academic Qualification :

SI No.	Name of the examination passed	Board/ Council/ University	Year of passing	Subjects	Total marks obtained	Percentage of marks obtained

9 . (2) Computer Knowledge:

10 . Experience :

SI 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 documents should be enclosed (Put tick in the box) ✓

SI no.	Documents	Yes	No
1	Proof of age		
2	Proof of academic Qualification		
3	Proof of working experience		
4	Copy of employment card (If any)		
5	Whether recent passport size photographs pasted		

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 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