

OFFICE OF THE COUNCILLORS OF THE
MURSHIDABAD MUNICIPALITY

LALBAGH, P.O. & DIST.-MURSHIDABAD, PIN-742149, FAX:-270232,
OFFICE PHONE NO.-(03482)270232

No- 001/MM/2016

Dated- 23.11.2016

:- Employment Notice :-

Applications are invited as per our prescribed format from the eligible candidates for engagement of 2 (Two) Community Organizer & 1 (One) No Dealing Assistant cum Data Entry Operator under DAY-NULM in terms of the Memo No- SUDA-16/2015/1523(61) & SUDA-16/2015/1524 (61) issued from the Director, SUDA & Mission Director, WBSULM, Bidhan nagar, Kolkata-700106, The Educational Qualification & other desired post wise qualification is given below:-

- 1) Name of the Post :- Community Organizer 2) No of Post- 2 (Two) 3)b Educational Qualification :- 10+2 in any discipline 4) Experience :- 3-5 Years of experience in working with community on social development 5) Other Qualification :- i) Proficiency in MS Office Word, Power Point etc. is preferable. ii. Fluency in English and Bengali or local language of West Bengal 6) Remuneration : Rs.10000/-(Rupees Ten thousand)only per month inclusive all 7) Age : 18 to 40 years as on 01.04.2016. 6) Period of Engagement : The engagement is purely contractual , initial engagement is for one year with subsequent renewal based on performance and availability of fund. 9) Method of Test : Written Test (is bulk application received & for short listing only) / Interview & Computer Proficiency Test.

- 2) Name of the Post :- Dealing Assistant cum Data Entry Operator 2) No. of Post 01(one)) 3) Educational Qualification :- 10+2 in any discipline and at least 6 month course in Basic Computer 4) Experience : At least 2 years experience in working with organisation of the Govt. Society, Firm, Association in data entry and related works in relevant field. 5)i) Other Qualification : Proficiency in internet operations, e-mailing and MS-Office (Word, Excel, Power point etc.) 5)ii) Fluency in English and Bengali or local language of West Bengal 6) Remuneration : Rs.12000/-(Rupees Twelve thousand)only per month inclusive all 7) Age : 18 to 40 years as on 01.04.2016. 8) Period of Engagement : The engagement is purely contractual , initial engagement is for one year with subsequent renewal based on performance and availability of fund. 9) Method of Test : Written Test (is bulk application received & for short listing only) / Interview & Computer Proficiency Test.

Willing candidates are requested to send their application to this office through postal service or Municipal main building dropping box from 11.00 A.M. to 3.00 P.M. Mondal to Friday (Except Govt. Holiday's) candidates are requested to write over the envelop for which post they applied (Compulsory). One person can apply for a single post only. Application be sent to the following address:-

The Chairman, Murshidabad Municipality, Lalbagh, P.O. + P.S. + Dist- Murshidabad,
Pin- 742149

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- 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 debarring him / her to send the application to this office.
- iii) The authority is not liable for any kind of postal delay of any cause.
- iv) Online application will not be entertained.
- v) No interim quarries will be entertained in this matter.
- vi) Last date of receiving application is 15.12.2016 .upto 4.00 P.M.
- vii) Prescribed application form available at Municipal website (www.murshidabadmunicipality.org /www.wbdma.gov.in) and office notice board.



A handwritten signature in blue ink, appearing to be "Ran".

Chairman

Murshidabad Municipality
Chairman
Murshidabad Municipality

To
The Chairman
Murshidabad Municipality
P.O & Dist-Murshidabad.

**APPLICATION FOR THE POST OF COMMUNITUY ORGANIZER/DEALING
ASSISTANT CUM DATA ENTRY OPERATOR UNDER DAY-NULM.**

Affix one self
Attested
recent colour
passport size
photo.

1. NAME (IN BLOCK LETTER) : _____
2. FATHER'S /HUSBAND' NAME : _____
3. RESIDENTIAL ADDRESS : _____
: _____
: _____
4. DATE OF BIRTH : _____
5. AGE AS ON 1.4.2016 : _____
6. CONTACT NO : _____
7. EDUCATIONAL QUALIFICATION :

Examination Name	Year of Passing	Board/University	Total Marks	Marks Obtained	% of marks	Division

8. EXPERIENCE (Related to the post) :

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief. If any of the particulars supplied found wrong at any stage of engagement , my candidature is liable to be cancelled forwith. Copies of self attested testimonials are attached.

Date :.....

Place:

.....
Signature of the Applicant

ADMIT CARD

TO BE FILLED BY THE CANDIDATE

Name of the Post applied for :-

- 1) Name:-
- 2) Father's Name :-
- 3) Postal Address :-

4) Date of Birth :-

Note :- Bring all original certificate in support of Age, Educational Qualification, Experience etc.

Signature of the Candidate

TO BE FILLED BY THE APPLICATION RECEIVING AUTHORITY

ROLL NO . _____

NAME OF THE EXAMINATION/INTERVIEW CENTRE
WITH COMPLETE ADDRESS :-

Date of Examination/Interview and time :-

Reporting time at the Centre :

Signature of the Authority