

RAJPUR-SONARPUR MUNICIPALITY

HARINAVI, SOUTH 24 PARGANAS.

Ref. No.: 251/NULM/RSM/16

Date: 23 /02/2016

NOTICE OF VACANCY

Advt. No.: 251/NULM/RSM/16, dated 23/02/2016

Application in the 'Prescribed Format' is invited from the eligible candidates for purely contractual engagement for the following posts for City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) for initial period of 1 (One) year along with the provision of subsequent renewal after every 1 (One) year based on satisfactory appraisal and availability of fund under National Urban Livelihood Mission (NULM) for Rajpur-Sonarpur Municipality.

Sl. No.	Name of the Post	Qualification/Experience/Remuneration
1.	Accountant	<ol style="list-style-type: none"> 1. Educational Qualification – Bachelor Degree in Commerce 2. Experience – At least three years experience in working with any organization of the Govt. society, firm, association etc. 3. Other Qualification – proficiency in Ms-Office (Word, Excel, Power Point etc.) 4. Age – 18 – 40 years as on 01.04.2015 5. Remuneration – Rs. 14,000.00/ month
2.	Dealing Assistant cum Data Entry Operator	<ol style="list-style-type: none"> 1. Educational Qualification – 10+2 in any discipline and at least 6 months course in basic computer 2. Experience – At least two year experience in working with any organization of the Govt. society, firm, association in data entry and related works in relevant field 3. Other Qualification – proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power Point etc.) 4. Age – 18 – 40 years as on 01.04.2015 5. Remuneration – Rs. 12,000.00/ month
3.	Multi Tasking Helper	<ol style="list-style-type: none"> 1. Educational Qualification – Madhyamik or equivalent exam. pass 2. Experience – At least two year experience in working with any organization in related field 3. Age – 18 – 40 years as on 01.04.2015 4. Remuneration – Rs. 10,000.00/ month
4.	Community Organiser	<ol style="list-style-type: none"> 1. Educational Qualification – 10+2 in any discipline 2. Experience – 3 - 5 years of experience in working with community on social development 3. Other Qualification – proficiency in Ms-Office (Word, Excel, Power Point etc.) is preferable 4. Age – 18 – 40 years as on 01.04.2015 5. Remuneration – Rs. 10,000.00/ month (all inclusive)

Terms and conditions are noted below:-

1. The applicant must be citizen of India.
2. Each applicant will apply for one post only.
3. Candidates must furnish the self-attested photocopies of all testimonials and certificates issued by the competent authority with application.
4. Candidates should apply in the prescribed application form to be downloaded from the website in A-4 size paper.
5. Candidates should enclose self-attested photocopy of the age proof certificate with the application.
6. Self-attested recent colour 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 at the top of the application form.
7. Candidates are requested to visit the web address: www.rajpursonarpurmunicipality.in, www.wbdma.gov.in and www.changeekolkata.org
8. The Last date of submission of application is 11/03/2016 (Friday) upto 4:00 pm.
9. Written application in prescribed format must be submitted directly in the Drop Box placed at the Head Office of Rajpur-Sonarpur Municipality, Harinavi.

(Dr. Pallab Das)

Chairman

Rajpur-Sonarpur Municipality

&

Chairperson, City Level Selection Committee
Rajpur-Sonarpur Municipality

9) Academic qualification:

Sl. No.	School/Board/University/Institution	Exam. Passed	Year of Passing	Total Marks	Marks Obtained	Percentage

10) Computer Knowledge:

11) Experience:

Sl. No.	Name of the Employer	Name of the Post	Date of Joining	Date of Leaving	Whether job is temporary or permanent	Type of work done

12) Additional Qualification (if any):

Sl. No.	Documents	Yes	No	Sl. No.	Documents	Yes	No
1.	Proof of Age			5.	Copy of Employment Exchange card (if any)		
2.	Proof of Academic Qualification			6.	Copies of recent passport size photograph		
3.	Proof of working Experience						
4.	Proof in support of category (if any)						

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 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 :

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Signature of the candidate