

OFFICE OF THE MUNICIPAL COUNCILLORS SERAMPORE

1, N.S. Avenue, Serampore, Dist. Hooghly, West Bengal, Pin-712201

Website : www.seramporemunicipality.com E-mail : seramporemunicipality@hotmail.com

Office Phone : 2662-0310, Office Fax : 2662-3651.

Memo No. 1043/Est-21

Date:28/10/2016

NOTICE FOR VACANCY

Application in the 'Prescribed Format' is invited from the eligible candidates for purely contractual engagement of Accountant and Dealing Assistant cum Data Entry Operator (DA cum DEO) under DAY-NULM (Deendayal Antyodaya Yojana - National Urban Livelihood Mission) at Serampore municipality for maximum period of one year along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal and availability of fund under DAY- NULM under Serampore Municipality.

Sl. No.	Name Of Post	Qualification/Experience/Remuneration
1.	Accountant	<ul style="list-style-type: none">i. Bachelor Degree In Commerceii. At least three years experience in working with any organization of the Govt. society, firm, association etc.iii. Proficiency in Ms-Office (Word, Excel, Power point, etc.)iv. Age-18-40 years as on 01/04/2016v. Remuneration :- Rs 14,000.00/month
2.	Dealing Assistant cum Data Entry Operator (DA cum DEO)	<ul style="list-style-type: none">i. 10+2 in any discipline and at least six month course in Basic Computer.ii. At least two years experience in working with organization of the Govt. society, firm, association in data entry and related works in relevant fieldiii. Proficiency in internet operations, e-mailing and MS-Office (Word, Excel, Power point etc.)iv. Age-18-40 years as on 01/04/2016.v. Remuneration :- Rs 12000.00/month

How to Apply: Interested and eligible candidates may apply on prescribed application format (*See PDF file below*) in a sealed envelope along with attested copies of testimonials in support of Educational Qualification, Age, Experience certificate. Two recent Passport size photographs, one self addressed envelope with requisite stamp of Rs.10.00/- and any other relevant documents.

Terms and conditions are noted in the following:-

- The upper age limit of the support staff to be engaged in CMMU will be 40 years as on 01/04/2016.
- Candidates must furnish the self attested photocopies of all testimonials and certificates issued by the competent authority along with the application
- Candidates should apply in the prescribed application form to be downloaded from the website in A4 size paper.
- Candidates should enclose self attested photocopy of the age proof certificate with the application.
- Candidates must also enclose one Self-Addressed envelope with the Application Form affixed with postage stamp of requisite.(For ADMIT CARD) ***Self addressed envelope with Rs. 10/- postage and "ADMIT CARD" should be written on the envelope*
- The envelope containing the print-out/enclosures should be super scribed on top with —
"Application for the post of _____ under DAY-NULM".
- The duly filled Application form along with enclosures should reach by hand or by speed post/courier/registered post so as reach by 21.11.2016 on or before 4 p.m. at the following address.
Address:- To, The Chairman. Serampore Municipality. 1, N.S. Avenue, Serampore, Dist. Hooghly, West Bengal, Pin-712201. Late receipt shall not be entertained and shall be rejected.
- Candidates are requested to view the website of municipal affairs department (www.wbdma.gov.in) and (www.seramporemunicipality.com) for further details.
- The contractual engagement shall not entitle any right of permanent or temporary absorption in the service of Serampore Municipality after the contractual terms expire.

Chairman

Serampore Municipality

SERAMPORE MUNICIPALITY

1 N.S AVENUE, SERAMPORE, HOOGHLY, WEST BENGAL,712201

PH: 033-2662-0310

APPLICATION FORM

To
The Chairman
Serampore Municipality
Serampore, Hooghly, WB

Paste recent
passport size photo

Self attested

Sir,

Application for the post ofat City Mission Management Unit,
Serampore Municipality under DAY-NULM (National Urban Livelihood Mission).

1) Name (IN CAPITAL LETTER):

.....

2) Father's/Husband's Name (IN CAPITAL LETTER):

.....

3) Gender(Male/Female/Other)

.....

4) Date of Birth

.....

5) Nationality

.....

6) Address

6.1 Address for Correspondence (IN CAPITAL LETTER):

.....

.....

.....Post Office.....

Town/City.....State.....

PIN.....

6.2 Permanent Address (IN CAPITAL LETTER):

.....

Post Office.....
 Town/City.....State.....
 PIN.....

7) Contact Details:

- i) Mobile :.....
- ii) Land Line :.....
- iii) E-maid ID :.....

8) Academic Qualification:

Sl no	School/Board/University/Inst	Degree/Diploma	Year of Passing	Duration	% of marks

9) Additional Qualification (If any):

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10) Experience:

Sl no	Name of the organization	Name of the post	Experience Duration	Whether the job is permanent	Nature of work done	Experience certificate enclose(Y/N)

11) Check the list of documents (Put Tick in the Box)

Sl no	Documents	Yes/ No
1	Proof of Age	
2	Proof of Academic Qualification	
3	Proof of work experience	
4	2 Copies of recent Passport size photo(1 in form and 1 in admit)	
5	Self Addressed envelope with Rs.10/- stamp .	

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 documents in original whenever required.

If any information / details found to be incorrect / false at any stage of the selection process or if fact found to have been concealed by me or detected even after the appointment, my engagement shall be liable to be terminated and appropriate legal action shall be taken against me.

Date:

Place: Full Signature of the candidate

*** The envelope containing the print-out/enclosures should be super scribed on top with — “Application for the post of _____ under DAY-NULM”*

ADMIT CARD

<u>ROLL NO:</u>
<u>Office Use</u>

Paste recent passport size photo
Self attested

Name of Candidate:.....

Post Applied for :.....

Date of Examination(Office Use)

Venue of Examination(Office Use).....

***Self addressed envelope with Rs. 10/- postage and “ADMIT CARD” should be written on the envelope*

**Chairman/Executive Officer
Serampore Municipality**