

প্রেরক From

পৌর প্রধান Chairman

তাম্রলিপ্ত পৌরসভা

Tamralipta Municipality

প্রতি To :



স্মারক/পত্রাক নং Memo No. 1824

তারিখ, তমলুক

Dated Tamluk, The 25.02.16

NOTICE**TAMRALIPTA MUNICIPALITY**

Applications are invited from the eligible qualified candidates for filling up of the posts as noted below in the margin columns no.2, carrying contractual remuneration as the column no. 3 with age limit as noted in column no. 4 and with essential qualification required as noted in column no. 5. All applications should be addressed to the chairman , Tamralipta Municipality, Tamluk, Purba Medinipur, pin code no.721636 and should be submitted by an envelope & be reached to this Municipality with in 18 th march 2016 at 3 p.m. *Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.*

Applications by hand may be dropped in to the sealed drop box as kept at the chamber of Additional head clerk.

SL.N o.	Name of the Posts	Remuneration (all inclusive)	Age Limit (As on 01.04.2015)	Essential Qualification required	Experience	N o. of Va ca nc y
1.	Community Organiser	Rs. 10000/- Per month	Minimum 18 years Maximum 40 years	10+2 in any discipline & Proficiency in M S office (word, Excel, Power point etc.) is preferable	3-5 years of experience in working with community on social development	02
2.	Accountant	14000/- per month	Do	Bachelor degree in commerce & Proficiency in Ms- office (word, Excel, Power point etc.)	At least 3 year experience in working with any organization of the govt. society, firm, association etc.	01
3.	Dealing Assistant cum data Entry Operator	12000/- per month	Do	10+2 in any discipline and at least 6 months course in basic computer & Proficiency in internet operations-mailing and Ms-office (Word, Excel, power point etc.	At least 2 year experience in working with any organization of the govt. society, firm, association in data entry and related works in relevant works	01

** Candidates must write the name of the post at the overhead of the application and the envelope. Otherwise his application will be treated as cancelled.



Chairman
Tamralipta Municipality