

## EMPLOYMENT NOTICE

### TARAKESWAR MUNICIPALITY

(P.O. & P.S. Tarakeswar :: Dist. Hooghly :: West Bengal)

Advertisement No. 01/NULM/T.M./2017 Dated – 21/03/2017

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 & conditions related with this advertisement are as follows:-

Sl.No.	Name of Post	Educational Qualification & Experience
01.	<b>Dealing Assistant-cum-Data Entry Operator</b>  <b>01(one) post</b>	<b>Educational Qualification:-</b> 10+2 in any discipline & at least 6 months course in Basic Computer.  <b>Experience:-</b> At least 2 years experience in working with Organization of Govt., Society, Firm, Association in data entry and related works in relevant field.  <b>Other Qualification:-</b> 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 –

01. 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 fund.

3. Age limit – **18(eighteen) to 40(Forty) years as on 01.04.2017**. No relaxation of age for any caste/on other reservations.


4. Written test followed by Computer proficiency and 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, Tarakeswar Municipality, P.O. & P.S. Tarakeswar, Dist:-Hooghly , Pin-712410 and should reach within 5.00 P.M. of 20/04/2017 failing which no application will be entertained.
8. Application may be submitted either by hand or by 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 2<sup>nd</sup> & 4<sup>th</sup> Saturday up to 5 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 English only.

**N.B. :**

- i) Self attested copy of age Proof, Qualification Certificate & Certificate of working experiences 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) On line application will not entertain.
- v) Quarries in this respect will be considered as disqualification.
- vi) LAST DATE OF RECEIVING APPLICATION IS 20/04/2017 UP TO 5.00 P.M.

  
Chairman,  
Tarakeswar Municipality  
TARAKESWAR MUNICIPALITY

# APPLICATION FORM

To  
The Chairman,  
Tarakeswar Municipality  
Tarakeswar, Hooghly  
Pin no. 712410, West Bengal

Attach  
self-attested  
recent  
passport size  
colour photo

Application for the post of .....

1. Name (IN CAPITAL LETTER):

[illegible]

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

[illegible]

3. Gender: (MALE/FEMALE)

--	--	--	--	--	--

4.(i) Date of Birth:

D	D	M	M	Y	Y	Y	Y

(ii) Age as on 01.04.2016

Y	Y	M	M	D	D

5. Nationality:

--	--	--	--	--	--

6. Address with pin code:

(i) Present address (IN CAPITAL LETTER)

[illegible]

(ii)Permanent Address (IN CAPITAL LETTER)

[illegible]

7. Contact number:

[illegible]

8. Email Id:

\_\_\_\_\_

9.(1) Academic Qualification:

Sl. 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:

Sl. 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)

Sl. No.	Documents	Yes	No
1	Proof of Age		
2	Proof of academic Qualification		
3	Proof of working experience		
4	Copy of Employment Exchange 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:

.....  
Signature of the Candidate