

OFFICE OF THE MUNICIPAL COUNCILLORS OF TITAGARH MUNICIPALITY

1, B.T. Road, Titagarh, North 24-Parganas, Kolkata – 700119.

Employment Notice No. R-NUHM/1/15-16

Dated: 13.01.2016

Application in the “Prescribed Format” is invited from the eligible candidates for purely contractual engagement of Support Staff for the following posts for Urban Primary Health Centre (U-PHC) under National Urban Health Mission (NUHM) for maximum period of one year along with the provision of subsequent renewal based on satisfactory performance and availability of fund under NUHM under Titagarh Municipality.

Sl.No.	Name of the Post	Qualification / Experience / Age / Remuneration
1	Clerk	a) No. of posts – One b) Educational Qualification: Preferably Graduate. c) Knowledge of Computer in MS-Office & internet. d) Age – 18 – 40 years as on 01.04.2015. e) Remuneration : - Rs.9,000/- per month consolidated
2	Class-IV Staff	a) No. of posts – One b) Educational Qualification: Preferably Madhyamik pass or equivalent. c) Age – 18 – 40 years as on 01.04.2015. d) Remuneration : - Rs.5,000/- per month consolidated

Terms and conditions are noted below :

- ✦ Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority along with 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.
- ✦ Self attested recent 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 and the top of the application form as “Application for the post of under U-PHC, Titagarh Municipality under NUHM”.
- ✦ Candidate must enclose two copies of recent passport size photo with the application.
- ✦ Candidates must enclose self addressed envelope having size 11 cm x 25 cm with the application.
- ✦ The aforesaid posts are under UNRESERVED category.



- ✦ The candidates, who do not have the required academic qualification, need not apply. Applications received from candidates not having the minimum academic qualifications will be summarily rejected.
- ✦ The candidates must be agreeable to work anywhere as per needs of the Department and must be people-friendly and having serving attitude and capacity to work in a team and on project mode. Those unable to join immediately after selection need not apply.
- ✦ The applications must be completed in all respects. Incomplete applications will be summarily rejected.
- ✦ Decision of the competent authorities in project shall be final in the matter of selection of eligible candidates. Authority reserves the right to cancel all / any application without assigning any reason. Canvassing in any manner shall lead to disqualification of candidature.
- ✦ No TA/DA will be paid to the candidates for appearing the written test/viva voce, etc.
- ✦ An applicant should apply for one (single) post only & if anyone applies for both the posts, his/her applications will be summarily rejected for both the posts.
- ✦ The application fee is be Rs.400/- (Rupees Four hundred) only, which is required to be paid by Demand Draft in favour of Chairman, Titagarh Municipality & payable at any branch of Nationalised Bank within Kolkata. The application received without D.D. will be summarily rejected.
- ✦ Complete Application with necessary supported documents in sealed cover should reach on the following address by speed post / registered post / courier service or may be submitted by hand within the last date and time mentioned below on all the working days except Saturdays, Sundays & government holidays. However, on the last date of receiving applications i.e. 06.02.2016, which falls on Saturday, the office will remain open on that day upto 4.00 p.m. Application by any other means will not be accepted.

Address: Chairman, Titagarh Municipality,
U-PHC, NUHM, 1, B.T. Road,
Titagarh, North 24-Pgs., Kolkata-700119.

- ✦ Candidates are requested to view the website of Titagarh Municipality (www.titagarhmunicipality.in) and of Municipal Affairs Department, Govt. of West Bengal (www.wbdma.gov.in) and of CMU (www.changekolkata.org) and of National Health Mission (NHM) (www.wbhealth.gov.in) and of SUDA (www.wburbandev.gov.in) and of Department of Youth Services, Govt. of West Bengal (www.wbyouthservices.in) and of Banglarmukh (www.banglarmukh.gov.in) for further details.

- ✦ **Last date of submission of Application is 06.02.2016 upto 4.00 p.m.**

Encl: Prescribed Application Form.



Procced. An Shmmt
Chairman,
Titagarh Municipality,
U-PHC, NUHM
Chairman
TITAGARH MUNICIPALITY

13) List of documents should be enclosed (Put Tick mark in the Box)

Sl.No.	Documents	Yes	No
1	Proof of age		
2	Proof of Academic Qualification		
3	Proof in support of category (if any)		
4	Copy of Employment Exchange Card(if any)		
5	2 (two) copies of recent passport size photographs		

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 in original 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 engagement likely to be terminated.

Date:

Place:

.....
Full signature of the candidate

Received a sealed envelope from Sri/Smt.
of
..... for the post of
in U-PHC, NUHM, Titagarh Municipality (Content not verified).

Date:

Time:



**Receiving Section,
Titagarh Municipality**