

OFFICE OF THE RAIGANJ MUNICIPALITY
RAIGANJ, UTTAR DINAJPUR, W.B.

Phone. : 03523-242563/242542/242562

EMPLOYMENT NOTICE NO: 03/RM/NULM/2015-16. Dated:05-01-2016

Applications are invited from the eligible candidates from Indian Citizens for recruitment to the following contractual posts under National Urban Livelihood Mission (NULM) of Raiganj Municipality as per details mentioned below :

Name of the Post	Number of Post (s)	Category of vacancy	Qualification	Experience	Age as on 01.04.2015	Monthly Remuneration
Accountant	01	Unreserved -01	Candidates have passed Bachelor degree in Commerce from any University recognized by the Government.	At least three (3) year experience in working with any organization of the Govt. society, firm, association etc. Proficiency in MS-Office (Word, Excel, Power point etc.)	Minimum 18 years and the upper age limit shall be 40 years. Upper age limit for S.C., S.T. OBC candidates is relaxable as per govt.norms.	Rs.14,000/-
Dealing Assistant cum Data Entry Operator	01	Unreserved -01	Candidates have passed 10 + 2 in any discipline and at least 6 month course in Basic Computer.	At least two (2) year experience in working with any organization of the Govt. society, firm, association in data entry and related works in relevant field. Proficiency in internet operations, e-mailing and MS Office (Word, Excel, Power point etc.)	Minimum 18 years and the upper age limit shall be 40 years. Upper age limit for S.C., S.T. OBC candidates is relaxable as per govt. norms.	Rs.12,000/-

Candidates applying for the post mentioned above should address to the Chairman, Raiganj Municipality, P.O. & P.S. Raiganj, Dist. Uttar Dinajpur. PIN-733134, in an envelope super scribing " Application for recruitment to the post of (mention name of the post)" in the prescribed format as given in a typed or clearly written, in foolscap paper. Selection will be made through Written Examination (WE) and Interview . Date, time & venue of written examination (WE) will be informed to short listed candidates.

SYLLABUS FOR WRITTEN EXAMINATION TOTAL MARKS : (M C Q & SUBJECTIVE)

SYLLABUS FOR ACCOUNTANT and DA Cum DEO : 1) General Knowledge -10 marks (M C Q) (2) Mathematics.-10 marks (M C Q) (3) English -10 marks (M C Q & SUBJECTIVE) (4) Language –(Bengali / Hindi / Nepali) 10 marks (M C Q & SUBJECTIVE) (Put a 'V' mark in appropriate box of application form) (5) Compute Theory – 20 Marks.

TOTAL MARKS OF WRITTEN EXAMINATION FOR THE POST OF ACCOUNTANT & DA Cum DEO : 60 Marks . Time:- 2 Hours. Those candidates Qualified for Written Examination will be called for Interview and are eligible to attend the computer practical Examination, marks allotted 20 marks. Viva-voce : 20 Marks

General Information :

Each candidate should furnish 3 (three) copies of recent passport size photographs duly signed by the candidate on the front side, out of these 3 (Three) one should be affixed on application and the others to be affixed in the space provided in the Admit Card. Residential certificate in original issued by the Chairman/Councillor in case Municipal areas and Pradhan of the concerned Gram Panchayat for rural areas. No other certificate will be considered for the purpose.

Self attested copies of the proof of date of birth, educational qualifications, computer knowledge from Government recognized institution are to be affixed with the application.

Candidates of SC,ST & OBC Category should furnish self attested copies of SC,ST & OBC certificate along with the application. One self addressed envelope (size 5"X7") with Rs.5/- postage stamp to be affixed on it should be submitted.

All applications should reach the Chairman, Raiganj Municipality, Office of the Board of Councillors, Raiganj Municipality, Municipal Road, P.O. + P.S.- Raiganj, Dist. Uttar Dinajpur, PIN-733134 on or before 27-01-2016 through postal service only. Applications received late should not be considered under any circumstances. Application submitted found incomplete / defective on scrutiny, shall be rejected without further communication to the applicants.



Chairman,
Raiganj Municipality



OFFICE OF THE BOARD OF COUNCILLORS
RAIGANJ MUNICIPALITY
RAIGANJ UTTAR DINAJPUR

RECRUITMENT EXAMINATION'2016
APPLICATION FORM

[Employment Notice No. 03/RM/NULM/2015-16 Dated-05/01/2016]
[Closing date for receipt of Application: 27/01/2016]

ROLL NO.		CAUTION				Space for pasting recent passport size					
(Space for office use)		(i) The Candidate is advised to fill up all the items correctly in the Application Format and duly furnish all the required particulars/documents. (ii) If any item(s) of the application is considered inapplicable to the candidate, he/she should write NOT APPLICABLE or (NA) against the particular items(s) and in no case no item of the application should remain unfilled. (iii) Correction/overwriting, if any should be accompanied by signature of the candidate. (iv) In case the application is not filled in accordance with the above instruction or any of the required documents is not enclosed; it will be treated as incomplete/defective and summarily rejected. (v) Application should be sent by Speed Post/Registered Post only.				PHOTOGRAPH					
		of the Candidate with his/her full signature thereon.									
1	Name of the post applied for [In block Letters]										
2	Name of the Candidate (In Block Letters)	First Name		Middle Name		Surname					
3	Father's / Husband's Name	First Name		Middle Name		Surname					
4	Date of Birth	Day		Month		Year					
5	Address for Communication Detail is to be given in the appropriate box in Block Letters.	Permanent Address :									
		Pin:									
		State:									
		Mobile No:-									
E-mail address:-											
6	Tick against the category to which you belong	SC		ST		OBC-A		OBC-B		General	

7(a)	Name of the Sub-Caste [in block letters]		7(b) Religion				
8	Academic Qualifications [Attested photocopies of certificates/Marks- sheet/ age proof & other documents should be attached with the application]						
	Examination Passed	Year of Passing	Board/ Council/ Institution/University	Total marks obtained % of marks obtained			
9	Are you employed? If yes , please give in details about your employment in the box (below)						
	Name of the employer	Date of joining	Name of post	Whether the job is temporary or permanent			
i)							
ii)	Full Address of the employer						
10	Working Experience (if any) (Mentioned the post, year of Experience, Date of joining & date of Leaving & others)		i) ii) iii) iv)				
11	List of documents should be enclosed (Put Tick mark in the Box)						
Sl.No.	Documents	Yes	No	Sl.No.	Documents	Yes	No
i	Proof of age			v)	Copy of the Employment Exchange Card (if any)		
ii)	Proof of academic Qualification			vi)	Two copies of recent passport size Photograph duly signed		
iii)	Proof of Experience			vii)	Two self addresses envelops with Postage stamp of Rs.40/- each.		
iv)	Proof in support of category (if any)						

DECLARATION

I declare that (a) all statement made in this application are true, complete and correct (b) Original documents will be produced on demand (c) I agree to take the Examination on condition that the Chairman of the Selection Committee, constituted for Raiganj Municipality may cancel my candidature at any time if I am found ineligible for admission to the Examination.

** I have informed the head of my office or Department in writing that I am applying for this examination. [Applicable to those who are already employed anywhere, please strike out if not applicable.]

Place:

Date:

(Full Signature of the Candidate)

ADMIT CARD

WRITTEN EXAMINATION TO THE POST OF AOOOUNTANT / DA Cum DEO

Date of Written Examination :

Time :

Roll No. :

Name of the Examination Center :

_____ (FOR OFFICE USE ONLY) _____

[TO BE FILLED IN BY THE CANDIDATE]

Name of the Candidate [in Capital letter] : _____

Father 's / Husband's Name : _____

Postal Address : Vill: _____ **P.O. :** _____ **P.S.** _____

Dist. : _____ **State :** _____ **PIN CODE.:** _____

(Signature of the Authority)

(Full Signature of the Candidate)

NB: Candidate should read carefully the instruction of written examination which is published

_____ x _____

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Dist. : _____ **State :** _____ **PIN CODE.:** _____


(Signature of the Authority)

(Full Signature of the Candidate)

NB: Candidate should read carefully the instruction of written examination which is published

RAIGANJ MUNICIPALITY
RAIGANJ, UTTAR DINAJPUR.
INSTRUCTION TO CANDIDATE (EXAMINEES)

1. Immediately on receipt of the Admit Card, Every candidate is expected to verify all the facts, i.e. Roll No, Name , Name of the Post, Examination Timing, Examination Centre, Date of Examination etc.
2. The doors of the Examination hall will be opened half an hour before the time specified for the commencement of the examination. No candidates should leave the examination hall before the scheduled time of the examination.
- 3.No candidate shall be permitted to enter the hall after 10 minutes of schedule time and will not be allowed to leave until the expiry of examination.
- 4.Candidates will occupy their seats according to their roll numbers.
- 5.Immediately on receipt of the question/ answer paper, every candidate must write his/her Roll Number on his/her question/ answer paper at the specified space. If the question/ answer paper supplied is defective the question/ answer paper should be exchanged before the commencement of examination.
- 6.No candidate shall bring or carry with him /her into the examination hall any paper book, book, notes or any other material ,nor shall he/she communicate with any other candidate in the examination hall, during the examination in progress. Any infringement of this instruction is likely to be expelled from the examination hall or otherwise dealt with.
- 7.Rough work when necessary , should be done in the separate page to be annexed with answer script paper.
- 8.Answer should be done by way of a V mark against in appropriate box of the correct answer for objective questionnaires only.
- 9.No candidate shall, without the special permission of the invigilator, leave his/her seat in the examination hall during the examination. At the expiry of the time allowed, the answer paper must be surrendered immediately to the invigilator concerned.
- 10.Every Candidate must sign in the attendance sheets in the appropriate column against his/her Roll Number and name .Without signing the attendance sheets the answer paper will be treated as cancelled .
- 11.Smoking, chewing of tobacco / betel nut, intoxicant, etc. is strictly prohibited in the examination hall.
- 12.Candidates should (**v**) mark the answer only in blue or black ink ball point pen only . Candidates are not to use red, green ink, highlighter sketch pen etc.
- 13.Candidates are **strictly prohibited** to use the following objects in the examination hall :- **Calculator , Mobile Phone, pager, digital dairy, cellular phone and other electronic gadgets or similar calculating machine.**
- 14.Candidate securing qualifying marks will be called for interview.



Chairman,
Raiganj Municipality.