

ENGLISHBAZAR MUNICIPALITY, MALDA.

Employment Notice No.001/NULM/15

Dated 21th day of December, 2015

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement of different experts for the following posts for City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) for maximum period of one year along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under NULM under English Bazar Municipality.

Sl No.	Name of post & No.	Qualification/Experience/Remuneration
1	Accountant=1 (One)	1).Education :-Bachelor degree in Commerce 2).At least 3 years' experience in working with any organisation of the Govt. society, firm, association etc. 3).Proficiency in MS Office (Word, Excel, Power Point etc.) is preferable 4).Remuneration Rs.14000 (Fourteen thousand) / month (all inclusive)
2	Dealing Assistant Cum Data Entry Operator=1(One)	1).Education :-10+2 in any discipline & at least 6 months course in Basic Computer. 2).At least 2 years' experience in working with organisation of the Govt. society, firm, association in data entry and related works in relevant field. 3).Proficiency in Internet Operations, E-mailing & MS Office (Word, Excel, Power Point etc.) 4).Remuneration Rs.12000 (Twelve thousand) / month (all inclusive).
3	Community Organiser=3 (Three)	1).Education :-10+2 in any discipline 2).3-5 years of experience in working with community on social development. 3).Proficiency in MS Office (Word, Excel, Power Point etc.) is preferable 4).Remuneration Rs.10000 (Ten thousand) / month (all inclusive).

Terms and conditions are noted below:-

1. The upper age limit of the Candidates/experts to be engaged in CMMC will be **18- 40 years as on 01-04-2015**.
2. Candidates must furnish the self-attested photo copies of all testimonial and certificates issued by the competent authority with application.
3. Candidates should apply in the prescribed Application Form to be downloaded from the website, www.englishbazar municipality.com in A4 size paper.
4. Candidates should enclose self-attested photocopy of the age proof certificate with the application.
5. Self-attested recent passport size photo to be pasted on the Application Form and the name of Post for which applied must be mentioned in the application and also on the cover of the envelope containing application Form.
6. Candidates should also enclose two self-addressed envelope (**duly pasting of postage stamp of Rs.40/ on each**).
7. Application should reach to the Chairman, English Bazar Municipality, Malda, N.S. Road, Malda, Pin-732101 by **07-01-2016 up to 4 pm through speed post only**.
8. Candidates are requested to view the website of Municipal Affairs Department www.wbdma.gov.in and of CMU www.cahngekolkata.org and website of the Municipality, noted above.
9. **One person can apply for a single post only.**

Sd/-
Chairman
English Bazar Municipality

(b). Permanent address in CAPITAL LETTERS (leave one space between the two words)

8). Contact Number

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

9). Academic Qualification:

Sl No.	School/Board/University/Institution	Examination passed	Year of passing	Total Marks	Marks obtained	% of Marks

10). Computer knowledge:

11). Experience:

Sl. No.	Name of the employer	Name of post	Date of joining	Date of leaving	Whether the job temporary / permanent	Type of work done

12) Additional Qualification (if any):

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

Sl. No.	Documents	Yes	No.	Sl. No.	Documents	Yes	No
1	Proof of age			5	Employment Exchange Card (if any)		
2	Proof of academic qualification			6	Copies of recent passport size photographs		
3	Proof of working experiences			7	Self-addressed envelope with postage stamp		
4	Proof in support of category						

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 fulfil these conditions. The details mentioned in the Application are true and I shall furnish the necessary certificates 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 services may be terminated

Date:

Place

.....
Signature of the Candidate
(in full)