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**OFFICE OF THE MUNICIPAL COUNCILLORS
BHADRESWAR, DIST-HOOGHLY**

**From : Sri Prolay Chakraborty
Chairperson , Board Of Administrator Bhadreswar, Municipality.**

Memo No. 7044

Dated , Bhadreswar, the 05/11/2020

EMPLOYMENT NOTICE

Application in the prescribed format are invited within 30/12/2020 up to 4:00 p.m. for the following posts for City Mission Management Unit (CMMU) under NULM for (maximum period of Two years) along with the provision of subsequent renewal after every one year based on satisfaction performance appraisal under NULM in Bhadreswar Municipality and availability of fund.

<u>Name of Post</u>	<u>No. of Post</u>	<u>Age Limit</u>	<u>Monthly Consolidated Contractual Remuneration</u>
1. Accountant (1 No.)	One (unreserved)	18 – 40 yrs. As on 01/04/2020	Rs. 14,000.00
2. Dealing Assistant cum Data Entry Operator (1 No.)	One (unreserved)	18 – 40 yrs. As on 01/04/2020	Rs. 12,000.00

For Accountant	Qualification & Experience – Bachelor Degree in Commerce. Experience : At least three years experience in working with Organization of Govt. Society, firm, association etc. Other Qualification – Proficiency in MS Office (Word, Excel, Power Point etc.)
For Dealing Assistant Cum Data Entry Operator	Qualification & Experience - 10+2 in any discipline and at least 6 month course in Basic Computer. Experience : At lease 2 years experience in working with organization of the Govt. Society, firm, association in data entry and related works in relevant field. Other Qualifications – Proficiency in MS Office (Word, Excel, Power Point etc.)

Selection Procedure : Selection will be made through written test and viva voce

How to Apply : Application in plain paper with Bio- Data, Photograph (2 copies) and testimonials along with email ID & Mobile No. must be submitted to The Chairperson, Bhadreswar Municipality, G.T.Road, P.O. & P.S. Bhadreswar, Dist. Hooghly, Pin. 712124.

Application Format Template VI is attached with Employment Notice

***** For details visit the website www.wbdma.gov.in or www.bhadreswarmunicipality.in**

pros chakraborty
Chairperson
Board of Administrator
Bhadreswar Municipality
Chairperson
Board of Administrator
Bhadreswar Municipality

APPLICATION FORM

Template V

APPLICATION No. CMMU/	/
(FOR OFFICE USE ONLY)	

To
The Chairman,
Bhadreswar Municipality,
G.T. Road, P.O. Bhadreswar
Dist. Hooghly,
Pin. 712124

Photo passport
size photograph
to be pasted
with full
signature

Application for the post of at city Mission Management
Unit, West Bengal under AMRUT

1) Name (IN CAPITAL LETTER):

[illegible]

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

[illegible]

3) Gender: Male / Female

4) Date of Birth:

D	D	M	M	Y	Y	Y	Y

5) Nationality:

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6) Address:

6.1. Address for Correspondence (IN CAPITAL LETTER):

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 Town/City State
 Pin

6.2. Permanent Address (IN CAPITAL LETTER):

Town/City State

Pin

7) Contact Details:

i) Mobile Ph. No. :

ii) Land Ph. No.:

iii) E- mail Id:

8) Academic Qualification:

Sl. No.	School/Board/Univ./ inst.	Degree/ Diploma	Year of Passing	Duration	Percentage of marks obtained

9) Additional Qualification (if any):

10) Present Occupation (if any):

a. Designation

b. Name & Address of Employer/

Organization

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11) Experience:

Sl. No.	Name of the Organization	Name of the Post	Experience		Whether the job is permanent/contractual	Nature of Work Done	Experience Certificate Enclosed (Y/N)
			Year	Month			

12) Language Known:

Language	Reading	Writing	Speaking

13) Check List of documents:

Sl. No.	Documents	Y/N	No. of documents enclosed (Photo copies)
1.	Proof of age		
2.	Proof of Academic qualification		
3.	Proof of working experience		
4.	Copies of recent passport Size photographs		
5.	No objection from present employer, if applicable		

Declaration: I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. The conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary documents 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