

Office of the Board of Administrators
Baduria Municipality

North 24 Parganas

Phone No.: 03217 : 238-460/237-636, e-mail: baduriamunicipality@gmail.com

Ref No. *24/BM/NULM/2021*

Dated, Baduria the *05/02/2021*

Notice of Vacancy

Application in the "Prescribed Format" is invited from the eligible candidate for purely contractual engagement of the following posts for City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) under Baduria Municipality.

Sl No.	Name of Post	Eligibility criteria
01	Manager-Social Development and Infrastructure	No. of Post: One(01) Educational Qualification: Bachelor degree in Social science preferably in Social Work / Rural Development / Sociology/ Economics/ Management. Experience: 2-3 years practical experience of working in Social Development work with poverty reduction programmes. Other Qualification: Proficiency with MS Office, Strong Analytical Skill, and Experience of working with Govt. Institutions will be given preference. Fluency of English and Bengali or Local Language. Age: 18-40 years as on 01.02.2021. Remuneration: Rs. 50,000.00 per month.
02	Dealing Assistant-Cum-Data Entry Operator	No. of Post: One(01) Educational Qualification: 10+2 in any discipline and minimum 6 month course in basic Computer. Experience: Minimum 2 years experience of working with any organization of the Govt. Society, Firm, Association in data entry and related works in relevant fields. Other Qualification: Proficiency with MS Office, e-mailing. Internet operation. Fluency of Bengali or Local language. Age: 18-40 years as on 01.02.2021 Remuneration: Rs. 12,000.00 per month.

Ram Prasad Biswas
05.02.2021

Executive Officer
BADURIA MUNICIPALITY

**Office of the Board of Administrators
Baduria Municipality**

North 24 Parganas

Phone No.: 03217 : 238-460/237-636, e-mail: baduriamunicipality@gmail.com

Ref No. *21/BM/NVLM/2021*

Dated, Baduria the *05/02/2021*

Terms and Conditions are noted below-

- Candidate must furnish the self- attested photo copies of all testimonials and certificates issued by the competent authority with application.
- Candidate should apply in the prescribe Application Form to be downloaded from the Website in A4 size paper.
- Candidate 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 which applied must be mentioned on the cover of the application and the top of the application form as Application for the post of
- Application must physically reach either by post or by hand on the address of Baduria Municipality i.e. The Chairperson, Baduria Municipality, Baduria, North 24 parganas, Pin 743401. West Bengal.
- Last date and time of submission of application is 26.02.2021 up to 4.00 P.M.
- Candidates are requested to view the website <https://sudawb.org>, or <http://www.wburbanservices.gov.in> for further details.
- One person can apply for a single post only.
- Submission of application through online will not be allowed.

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North 24 Parganas

7) Contact Details:

i) Mobile 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.....
.....

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	Months			

12) Language Known:

Language	Reading	Writing	Speaking

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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 photograph		
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 fulfil these conditions. The details mentioned in the Application are true and I shall furnish the necessary document 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

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