



পৌরপ্রশাসকমন্ডলীর কার্যালয়  
নবদ্বীপ পৌরসভা, পো:- নবদ্বীপ, জেলা - নদীয়া  
**OFFICE OF THE BOARD OF ADMINISTRATORS**  
**NABADWIP MUNICIPALITY**  
**NABADWIP, NADIA**

Memo No. : 24/NULM/NM/2020-21

Date : 20.01.2021

From: The Executive Officer, Nabadwip Municipality, Nabadwip, Nadia.

To  
The Director  
SUDA, "ILGUS BHAVAN"  
H-C Block, Sector - III, Bidhannagar,  
Kolkata - 700106,  
West Bengal.

মহাশয়,

আপনাদের নির্দেশানুসারে, নবদ্বীপ পৌরসভার DAY- N.U.L.M দপ্তর কর্তৃক প্রকাশিত বিজ্ঞাপন নং 20/NULM/NM/2020-21 তারিখ-19.01.2021 অনুসারে আপনাকে বিশেষভাবে অবগত করা হচ্ছে যে, নবদ্বীপ পৌরসভার N.U.L.M দপ্তরে বিজ্ঞাপনে উল্লেখিত পদ গুলিতে নিয়োগ করা হবে।

তাই আপনার নিকট আমার বিনীত অনুরোধ, এই পত্রটির সঙ্গে সংযুক্ত করা, উপরে উল্লেখিত নং, বিজ্ঞাপনটি আপনার দপ্তরের ওয়েবসাইট-এর মাধ্যমে প্রচার করে বাধিত করবেন।

ধন্যবাদান্তে



২৯  
কার্যনির্বাহী আধিকারীক  
নবদ্বীপ পৌরসভা  
**Executive Officer**  
**Nabadwip Municipality**

Nabadwip Municipality (Dist-Nadia,W.B)

Advertisement No:- 20/NUCM/N.M/2020-21


Date:- 19.01.2021

Applications as prescribed here-in-after are invited for the post of Community Organizers, the criteria for the posts, the terms & conditions related with this advertisement are as follows.

1	Community Organizers	Educational Qualification-10+2 in any discipline Experience:-03 to 05 years experience in working with community on social development Other Qualification- Proficiency in MS Office(Word, Excel, Power Point etc)is preferable. Age:-18-40 years as on 01.01.2021 Remuneration:-Rs 10,000/- per month No of post-02(Two)
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- 1) Contractual monthly remuneration for the post of Community Organizers will be 10,000 (Ten thousands only) engagement period of maximum one year with subsequent renewal based on satisfactory performance
- 2) The upper age limit of the above posts will be 18-40 years as on 01.01.2021.
- 3) Viva Voice & Computer test will be taken for preparation of panel of selected candidates.
- 4) Scheduled of interview date will be intimated in due time.
- 5) Experience Certificate of 03 to 05 years in working with community on social development is required.
- 6) Applications along with covering letter, filled up prescribed format & self attested testimonials/certificates addressed to the Chairperson, Nabadwip Municipality, Netaji Subhash Road, P.O & P.S-Nabadwip,Dist-Nadia,Pin-741302,should reach within 5:00 PM of 04.02.2021 (Thursday),failing which no application will be entertained.
- 7) Applications may be submitted either by hand or by ordinary post in hard copy only.
- 8) No TA/DA for Interview is admissible
- 9) Applications will be received from 21.01.2021 to 04.02.2021 on all working days during office hours.



  
Chairperson  
Nabadwip Municipality

**Chairperson  
Nabadwip Municipality**





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 fulfil 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:**

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**Full Signature of the Candidate**