

# NEW BARRACKPORE MUNICIPALITY

NEW BARRACKPORE, KOLKATA - 700131



Advertisement No. : NBM/CLSC/NULM/ 781/2022

Date: 20.05.2022

Applications are invited from eligible candidates for the following post under SULM (State Urban Livelihoods Mission) in New Barrackpore Municipality with the criteria, terms and conditions as mentioned below :-

Sl. No	Name of the Post	No. of Vacancy	Qualification/Experience
1.	Dealing Assistant cum Data Entry Operator(DA cum DEO)	1	Education Qualification: 10+2 in any discipline and at least 6(six) months course in Basic Computer. Experience: At least 2(two) years experience in working with organization of the Govt. Society, Farm, Association in data entry and related works in relevant field. Proficiency in Internet operation, e-mailing and MS Office (Word, Excel, Power Point etc.).

#### Age limit:

Age should be 18-40 years as on 01-04-2022. Upper age relaxation will be 5(five) years for SC/ST and 3(three) years for OBC.

#### Mode of application:

1. Candidates should submit applications in the format annexed as "A" to this notification.
2. The application should be on good quality A4 size Bond papers using one side only.
3. Candidates should ensure that the application is made on a single sheet conforming to the above specification. The candidates can also download the application form obtained from the website [www.nbmonline.org](http://www.nbmonline.org) . Candidates using printed application form obtained from any other source should ensure that it conforms to the prescribed format as they may be scanned by machine.
4. Candidates should fill up the application form in his/her own handwriting in English with blue or black ball point pen only. Smudged application may be rejected.
5. Candidate should send their applications sufficiently in advance to reach the office of the Chairman, New Barrackpore Municipality on or before the closing date and time i.e. 07-06-2022 at 5-00 p.m. City Level Selection Committee will not be responsible for any postal delay or wrong delivery of application.

#### To whom to apply:

1. The application should be submitted in the drop box at New Barrackpore Municipality Office (kept for the purpose) or sent through Speed Post so as to reach the below mentioned address on or before the closing date and time (07-06-2022 at 5-00 p.m.)

2. The filled application along with the required documents should be addressed:

To

The Chairman,  
New Barrackpore Municipality,  
Post+PS: New Barrackpore,  
District: North 24-parganas,  
Pin-700131  
West Bengal

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## Mode of Selection:

1. The selection will be strictly based on result in the written test followed by interview.
2. Candidates who fulfill the eligibility criteria will be called for a written test after proper verification, screening of all applications.
3. A separate call letter indicating date, time, venue and detail of written test will be sent to all the eligible candidates.

## Other terms and conditions:

1. Candidates before applying should carefully read the terms & conditions and ensure that he/she fulfills all eligibility criteria at the time of submission of application.
2. No Objection Certificate requires for those applicants who are working presently in any organization under Government.
3. Admission of a candidate at all stages of recruitment will be purely provisional, subject to satisfying prescribed conditions.
4. The post is purely contractual for one year with monthly consolidated remuneration will be Rs.12000/- (Rupees Twelve Thousand only) with the provision of subsequent renewal after every one year based on satisfactory performance.
5. All original certificates will be verified at the time of interview.
6. No TA/DA will be given to attend the written test and interview.

## Enclosures to the application:

Candidates should enclose photocopies of the relevant certificate as mentioned below. Original certificates should not be enclosed:-

1. Self attested photocopy of certificate as proof of the Date of Birth. Only admit card of Madhyamik Examination/Board's Certificate will be accepted.
2. Self attested photocopy of Mark Sheets of Educational Qualification.
3. Self attested photocopy of Voter's Identity Card/Ration Card as proof of residence.
4. Self attested photocopy of Computer Certificate.
5. Self attested photocopy of Proof of Experience.
6. Certificate as proof of SC/ST & OBC.
7. 02(two) recent passport size (3.5 cm. X 3.25 cm.) Colour photographs 1(one) is to be pasted on the application form.
8. 02(two) self addressed envelopes (9" x 4")

## Invalid applications:

Applications which suffer from any of the following deficiencies will be rejected. The list is only illustrative and not exhaustive.

1. Application received after the closing date & time.
2. Application not in prescribed format or which is incomplete in any manner in non- standard size of paper.
3. Candidate is not in possession of the required educational qualification on the date of applying or is overage as on 01-04-2022.
4. Application without the recent photograph not affixed.

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5. Application without signature or with signature on capital letters or with different signatures at different places or smudged signature.
6. Copies of required enclosures as mentioned above not enclosed.
7. Applications which are not properly addressed.
8. Applications which are filled in a language other than English.
9. Any other irregularity and considered invalid by the Selection Committee.

## Misconduct:

1. Candidates are requested that they should not furnish any particular that are false or suppress any material information while filling the application form.
2. Candidate shall not bring or attempt to bring any recommendation or influence from any end for his/her interest in respect of recruitment which will disqualify them.
3. Misconduct on the part of the candidate at any part of the recruitment process is strictly prohibited and shall render disqualification.
4. Indulgence in the above practices will result in the rejection of the candidature at any time.
5. An action as deemed fit including criminal action will be taken by the authority against the candidate if found guilty for submitting fabricated/forged/tampered certificate, using unfair means during whole recruitment process etc.

## Scope of work:

1. Assisting the CMM and other personnel of the CMMU
2. Responsible for the ensuring proper implementation of MIS at the City Level, compilation of information at the City Level and submission of the same to State
3. Preparation & sending MPR regularly
4. Responsible for Internet operations, e-mails etc.
5. Responsible for timely submission of information to State
6. Responsible for providing need based technical assistance to CO
7. Adhering to all monitoring and reporting systems like baseline study, MPRs, Process Documentation etc. at City Level
8. Working closely with other personnel of the CMMU
9. Creation of Database on vulnerability and action plan for their upliftment under guidance of CMM and support from CO

[ Prabir Saha ]  
Chairman

New Barrackpore Municipality

**PRABIR SAHA**  
Chairman  
New Barrackpore Municipality

FOR NEW BARRACKPORE MUNICIPALITY, NORTH 24 - PARGANAS, KOL- 700131

Name of the post applied for:.....

1. Name of the Candidate: .....  
(in Block Letter)

PHOTO

2. Son/Daughter/Wife of: .....

3. Fill Address:

a) Present Address: Town/ Village: .....

P.O. : ..... P.S. : .....

Dist. : ..... Pin : .....

b) Permanent: Town/ Village: .....

P.O. : ..... P.S. : .....

Dist. : ..... Pin : .....

4. Date of Birth: ..... Age as on 01.04.2019: ..... (Y) (M) (D)

5. Category: General  SC  ST  OBC 

6. Telephone No./Mobile No. : ..... 7. E-mail ID: (if any) .....

8. Educational Qualification:

Sl. No.	Examination Passed	Year of Passing	Board/ Council/ University	Total Marks obtained	Division/Class	% of Marks
1						
2						
3						
4						

9. Computer Literacy:

Sl No.	Degree/ Course	Year of Passing	Name of Institution	Affiliation Under	Marks Obtained	Division/ Class	% of marks
1							
2							
3							

10. Working Experience :

Sl. No.	Name of Organisation	Position held	Period of working from.....to.....	Total period of working experience	Nature of work
1					
2					
3					

11. Enclosures: (a) Voter's Card (EPIC) ( ) (b) Ration Card ( ) (c) Admit Card / Certificate of Madhyamik or its equivalent ( )  
 (d) Mark sheet of Madhyamik or its equivalent ( ) (e) Mark sheet of Higher Secondary or its equivalent ( )  
 (f) Mark sheet of Graduation ( ) (g) Mark sheet of Master's Degree ( ) (h) Computer Certificate ( )  
 (i) Proof of Experience ( ) (j) Caste Certificate ( ) (k) N.O.C ( ) (l) One extra photo copy & two envelopes ( )

I hereby declare that the entire documents and all information submitted in this application are true and best of my knowledge.

I understand that if any of the information is found wrong, my application will stand cancelled and criminal action will be taken against me.

Date: .....

Place: .....

Signature Of the Candidate