

ASHOKENAGAR – KALYANGARH MUNICIPALITY

P.O. & P.S. - Ashokenagar , Dist.-North 24-Parganas

PIN-743222

Ref. AKM/ 1774 /NULM & AMRUT -2015

Date...11.../12.../2015

To,
The Director,
SUDA, ILGUS Bhaban,
HC. Block, Sector -III,
Salt Lake City, Kolkata-106

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Subject: Contractual engagement of Specialists/ Experts/ Supporting Staff for CMU under NULM and AMRUT for the Ashokenagar Kalyangarh Municipality.

Sir,

With reference to the Subject as noted above I am enclosing herewith the Employment Notice No.- AKM/1761/NULM – 2015 dated 10/12/2015 and Employment Notice No. AKM/1759/AMRUT – 2015 dated 10/12/2015 for your kind information with a request to please arrange display the aforesaid notifications in the Website of your Department.

Hope, your necessary co-operation in this respect.

Thanking you.

P. Sarkar

(Prabodh Sarkar)

Chairman

Ashokenagar-Kalyangarh Municipality

Prabodh Sarkar
Chairman
Ashokenagar-Kalyangarh Municipality

ASHOKENAGAR-KALYANGARH MUNICIPALITY
ASHOKENAGAR, DIST.- NORTH 24-PARGANAS
Pin-743222

Employment Notice No. AKM/ 1761 / NULM-2015

Dated: 10.12.2015

NOTICE OF VACANCY


Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement of specialists / experts / supporting staff for the following posts for City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) for maximum periods of two years alongwith the provision of subsequent renewal after every one year based on satisfactory performance appraisal under NULM under Ashokenagar-Kalyangarh Municipality.

Sl.No.	Name of Post	No. of Post	Qualification/Experience	Consolidated Contractual Remuneration per month
1	Accountant	01	i) Bachelor Degree in Commerce. ii) At least three year experience in working with any organisation of the Govt. Society, Firm, Association etc. iii) Proficiency in Ms – Office (Word, Excel, Power Point etc.)	Rs. 14,000/-
2	Dealing Assistant-cum-Data Entry Operator	01	i) 10+2 in any discipline and at least six month course in Basic Computer. ii) At least two year experience in working with organisation of the Govt. Society, Firm, Association, in data entry and related works in relevant field. iii) Proficiency in internet operations, e-mailing and Ms – Office, (Word, Excel, Power Point etc.)	Rs. 12,000/-
3	Community Organiser	04	i) 10+2 in any discipline. ii) 3-5 years of experience in working with Community on Social Development. iii) Proficiency in Ms – Office (Word, Excel, Power Point etc.) is preferable.	Rs. 10,000/- (all inclusive)

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TERMS AND CONDITIONS ARE NOTED BELOW:-

- 1) The upper age limit of above noted posts to be engaged in CMMU will be 40 years as on 01/04/2015.
- 2) Candidates must furnish the self – attested photo copies of all testimonials and certificates issued by the competent authority with application.
- 3) Candidates should apply in the prescribed application form to be downloaded from the website in A4 size paper (attached with this notification) only.
- 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 Application Form and Name of the Post for which applied must be mentioned on the cover of the application and the top of the Application Form as “Application for the post of _____”.
- 6) Application should reach on the following address or by e-mail.
 - a. Chairman, Ashokenagar-Kalyangarh Municipality, P.O.+P.S.-Ashokenagar, Dist.- North 24-Parganas,PIN-743222, Email Id- chairman_akm@yahoo.com
- 7) One person can apply for a single post only.
- 8) The candidates should be selected by written an interview / VIVA-VOCE only.
- 9) Decision of the competent authority in project shall be final in the matter of selection of eligible candidates. Authority reserves the right to cancel all / any application without assigning any reasons therefor. Canvasing in any manner shall lead to disqualification of candidature.
- 10) No T.A./D.A. will be paid to the candidates for appearing at the selection test/ interview.
- 11) LAST DATE OF SUBMISSION of application is **31.12.2015 upto 40.00 P.M.**
- 12) Candidates are requested to view the website of Municipal affairs department (www.wbdma.gov.in) and of CMU (www.changekolkata.org) and of Ashokenagar-Kalyangarh Municipality (www.akmweb.in) for further details.


(Prabodh Sarkar)
Chairman

Ashokenagar-Kalyangarh Municipality

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9) Computer Knowledge:

10) Experience:

Sl. No.	Name of the employer	Name of the Post	Date of joining	Date of leaving	Whether the job is temporary or permanent	Type of Work Done

11) Additional Qualification (If any):

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12)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	Copy of Employment Exchange card(if any)		
2	Proof of academic qualification			6	Copies of recent passport size photographs		
3	Proof working experience						
4	Proof in support of category (if any)						

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