

Annexure(b) of the resolution of the meeting of the CLSC, NULM dated 03-12-15

Detailed Website –advertisement in connection with the short news paper advertisement circulated vide Employment Notice No.-02/CLSC-NULM/BM dated 10-12-15 is as follows.

Office of the Municipal Councillors, Berhampore Municipality.

Notice of Vacancy

Application as prescribed here-in-after is invited from the eligible candidates for the following posts for purely contractual engagement at CMMU under NULM of Berhampore Municipality .

The criteria for the posts and the terms and conditions related with the advertisement made in the news-papers vide employment notice no.-02/CLSC-NULM/BM/2015 Dated 10-12-15 are as follows :-

SL No.	Name of Post	No. of Vacancy	Qualification & Experience Required	Age as on 01-04-2015	Remuneration
01	Community Organiser (C.O.)	One	a) ( 10+2) in any discipline b) 3.5 years experience in working with community on social development c) Proficiency in MS office (word, Excel, Power point etc) is preferable	(18-40 years)	Rs. 10,000/- Per month (all inclusive)
02.	Accountant -1	one	a) Bachelor degree in commerce b) At least 03 years experience in working with any organization of the Govt. society , firm, association etc. c) Proficiency in MS office ( word, excel, power point etc.)	(18-40 years)	Rs. 14,000/- Per month ( All inclusive)
03.	Dealing – Assistant Cum Data Entry – One operator	One	a) (10+2) in any discipline and at least months course in Basic computer. b) At least 02 years experience in working with organization of the Govt., Society , firm, Association in data entry and related works in relevant field c) Proficiency in internet operations, e-mailing and MS office ( Word, excel, power point etc.)	18-40 years)	Rs. 12,000/- Per month ( All inclusive)

Terms and Conditions :-

- i) Selection of contractual post will be made either by Written-Test followed by Computer-Test & Viva-Voce or by Viva-voce followed by Computer- Test depending upon the number of application received from the eligible candidates.
- ii) Application in prescribed hard-copy covered by an envelope may be submitted in the head-office of the Municipality during the office-hour of the working –days from 16-12-15 to 31-12-2015 either by person or by post ( Govt. or Non-Govt.) only.
- iii) Beyond 31-12-2015 ( closing day) no application will be received.
- iv) No online-application will be entertained.
- v) Name of the post applied for and proper –address with contact number of the candidate are required to be super-imposed in the covering –envelope containing the application with its enclosures.
- vi) The duration of the appointment is one-year which may be renewed for additional each year based on satisfactory performance appraisal under NULM of the ULB.
- vii) The post is purely contractual .
- viii) Age-limit is not more than 40 years as on 01-04-2015.
- ix) Short-listing of the application will be made if the prescribed application with the enclosure of the required criteria and the terms and conditions have not been in conformity with this advertisement.
- x) A candidate will apply for one-post only.
- xi) The candidate, who is working in any organization under Government of West –Bengal / or any State and Govt. of India, must submit ‘NOC’ from the concerned authority.
- xii) Candidate must furnish self-attested photo-copies of age-proof, testimonials and experience-certificates.
- xiii) No T.A./D.A is admissible for W-T & Interview.
- xiv) Supplementary-information, if required, may be uploaded in the afore-mentioned Websites.
- xv) Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
- xvi) Self attested 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 ..... under NULM”.

Chairman,  
Berhampore Municipality  
03-12-2015



6.1 Present Address for correspondence ( IN CAPITAL LETTER)

\_\_\_\_\_

\_\_\_\_\_

Vill./City \_\_\_\_\_

House No.- \_\_\_\_\_ Street Name:- \_\_\_\_\_

P.O.- \_\_\_\_\_ Pin:- \_\_\_\_\_

P.S.:- \_\_\_\_\_ Dist.:- \_\_\_\_\_

State :- \_\_\_\_\_

6.2 Permanent Address (IN CAPITAL LETTER)

7) Contact Details:

7.1) Mobile No.:-

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7.2) Residence's Contact No. :-

7.3) Email ID:-

8) Academic Qualification :

SL No.	School/ Board/ Univ./Inst.	Exam Passed	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks	Division/ Class obtained
01		Secondary or as equivalent					
02		Higher Secondary or its equivalent					
03		Graduate with the subject of					
04		Post –Graduate with the subject of					

9) Additional Qualification ( If any) :  
With computer knowledgeable course

10) Present Occupation ( if any):

c. Designation .....

d. Name & Address of Employer /

Organisation .....

11) 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

12) Language Known :

Language	Reading	Writing	Speaking

13) Check list of documents ( Put Tick mark in the Box)

SL. No.	Documents	Y/N	No. of documents enclosed ( Photocopies)
1.	Proof of age		
2.	Proof of Academic qualification		
3.	Proof working experience		
4.	Copies of recent passport size photographs		
5.	No objection from present employer		

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 fulfill 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 :

.....  
Full Signature of the Candidate

ADMIT CARD

For Written Test / Interview Letter

TO BE FILLED IN BY THE CANDIDATE

Name of the post applied for :-

1) Name :-

2) Father's Name :-

3) Postal Address :-

4) Date of Birth :-

*Attach  
Passport size  
Photo  
( Self-attested)*

Signature of the Candidate

TO BE FILLED IN BY THE .....ULB.

ROLL NO.....

Name of the Examination / Interview Centre with complete address :

Date of Examination /Interview and time :

Reporting time at the Centre :

Note :- Bring all original certificates in support of Age, Educational Qualification & NOC from concern Authority if applicable.

Date -

Signature of the City Project Officer,  
Berhampore Municipality,  
Berhampore, Murshidabad