

HABRA MUNICIPALITY
POURA BHAWAN,
PROMODE DASGUPTA SARANI, P.O. HABRA, NORTH 24-PGS.
PIN-743263

ADV.No.-HM/1785/Genl.Estbt./15 Dated 21-11-2015

Phone:-03216 270572

Fax No.03216-237031

Date:- -

Notification for Engagement of Experts at CMMU under NULM in Habra Municipality, West Bengal.

Habra Municipality invites application from suitable candidates for the following posts:

1) Accountant

2) Dealing Assistant Cum Data Entry Operator

3) Community Organisers.

1. The minimum academic qualifications, competencies & working experiences required for the posts, and the consolidated monthly remuneration for each post have been noted below.

2. The Candidates who do not have the required academic qualifications, competencies and working experiences mentioned and who do not have capacities to discharge the responsibilities need not apply. Applications received from candidates not having the minimum academic qualifications, competencies and work experiences will be summarily rejected.

3. Age 18-40 years as on 01-04-2015.

4. Application has to be made in the prescribed Application Form (attached with this notification) only. Candidates must submit, along with applications, self attested copies of all documentary evidences in support of their academic qualifications and working experiences and No objection Certificate from Authority if the candidate is presently engaged in service. The Application Form will have to be filled up on the basis of facts which they will have to substantiate subsequently showing the originals during the selection process, failing which their candidature will be cancelled.

5. The candidates must be agreeable to work anywhere as per needs of the Department and must be people-friendly and having serving attitude and capacity to work in a team and on project mode. Those unable to join immediately after selection need not apply.

6. The applications must be completed in all respects. Incomplete applications will be summarily rejected.

7. Each application in sealed cover addressing the Chairman, Habra Municipality, Promode Dasgupta Sarani, P.O. Habra, North 24-Pgs, Pin-743263 must reach within 12-12-2015, (before 3-pm) positively. Application may be sent by Registered post or may be submitted in the receiving section of Habra Municipality.

8. Applications reaching the above address after the stipulated date and time will not be considered for selection "Application for the post of.....(Mention name of the post) under the NULM Habra Municipality" should be written on the envelope containing the filled in application form.

9. Only shortlisted candidates will be called during selection. Selection will be done on competitive basis.

10. Decision of the City Level Selection Committee shall be final in the matter of selection of eligible candidates. Authority reserves the right to cancel all/any application without assigning any reason. Canvassing in any manner shall lead to disqualification of candidature.

11. No. TA/DA will be paid to the candidates for appearing at the selection test/interview.

12. Mode of selection:- MCQ test to be followed by Viva-Voce.

13.Engagement period:- Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.

14. Educational Qualification and experience- ?

TABLE				
Sl. No.	No. Of Post	Name of Post	Qualification & Experience	Contractual Remuneration Per Month
1	1 (One)	Accountant	1) Bachelor degree in commerce 2)At least 3 years experience in working with any organization of the Govt. Society. Firm/ Association etc. 3) Proficiency in Ms -Word (Excel, Power point etc)	Rs.14000/-
2	1(one)	Dealing Asstt. Cum Data Entry Operator.	1) 10+2 in any discipline and at least 6 month course in Basic Computer. 2) At least 2 year experience in working with organization of the Govt. Society, Firm, Association in data entry and related works in relevant field. 3) Proficiency in internet operations e-mailing and Ms-office (Word, Excel, Power point etc.)	Rs.12000/-
3	4 (four)	Community Organisers	1) Education- 10+2 in any discipline 2)Experience- 3-5 years of experience in working with community on Social Development. 3)Proficiency in M.S. office (Word, Excel, Power point(etc) is preferable.	Rs.10,000/-


Chairman
Habra Municipality

CHAIRMAN
HABRA MUNICIPALITY

Vacancy Notification Form
As per Employment Exchange (Compulsory Notification of Vacancies) Rules, 1960

1. Name and address of the Employer : Sri Nilimesh Das, Chairman , Habra Municipality,
P.O. Habra, North, 24-Pgs, Pin.743263
2. Telephone No. : Mob. 9233222222,
3. Nature of Vacancy :- :
- a) Type of worker required :
- b) Description of duties : Contractual and renewable every year
- c) Qualification required :
- i) Esstantial : Details given in our documents attached.
- ii) Desirable :
- d) Age : Age 18-40 as on 01-04-2015.
- e) Whether women are eligible : Yes
4. Number of Vacancies : 6 (six) posts 1) Accountant-1, 2) DA Cum DEO-1
;3) Community organisers-4
- a) Regular :-----
- b) Temporary : Contractual
5. category of the post/posts : 1) Accountant 2) Dealing Assistant Cum Data, Entry Operator
3) Community Orgnsiser.
6. Pay and Allowances : 1) Accountant-Rs.14,000/-, 2) DA Cum DEO Rs. 12,000/-
3) C.O. Rs. 10,000/-
7. Place of work (name of Town/Village and District in which it is situated. : Habra Municipality, Habra ,North 24-Pgs.
8. Probable date by which the vacancy will be Filled. : January, 2016
9. Particulars regarding Interview/Test : Date, Time and place of Written Test and Interview will be
Published at our website later on.
- a) Date of Written Test/Interview :
- b) Place of Written Test/Interview :
- c) Time of Written Test/Interview :
- d) Designation and Address of the authority : Chairman, Habra Municipality, promode Dasgupta Sarani,
P.O. Habra, Dist. North 24-pgs. Pib.743263.
10. Whether there is any obligation or arrangement for giving preference to any category of persons such as Scheduled Castes, Scheduled Tribes, O.B.C., Ex-Servicemen and Physically Handicapped persons in filling up the vacancy. : Nil
11. Any other relevant information (Copy of Recruitment rule/sanction order/Prior Permission may be asked for if necessary. : last date of receiving application 12-12-2015.


Chairman
Habra Municipality
**CHAIRMAN
HABRA MUNICIPALITY**

APPLICATION FORM

(Relevant self attested documents of educational qualifications and work Experiences And No Objection from authority if already engaged in service need to be attached With this application form and original documents will be checked at appropriate Time to be notified in due course)

Attach passport size photo duly self attested

**HABRA Municipality
POURA BHAWAN
PROMODE DASGUPTA SARANI
P.O. HABRA, NORTH 24-PARGANAS
PIN-743263**

1) Post Applied for

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2) Name of the candidate (in Capital Letters)

3) Father's/Husband's Name

4) Gender

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5) Age as on 01-01-2015

	Yrs.	Months	Days
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6) Nationality:

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10) Details of Relevant Work Experience (Add more pages if required)

Sl.No.	Organization/Office	Post held	From	To	Total period (Years & months)
	Major responsibilities/Tasks performed				
	Major responsibilities/Tasks performed				
	Major responsibilities/Tasks performed				
Total Period of experience					

11. Whether the present organization will release immediately (in case the contractual engagement is offered) Yes/No (if yes, NOC to be submitted before issuing offer letter).

I do hereby certify that all the details stated above are true to the best of my knowledge and that in case any information is proved false my candidature will be liable to be cancelled.

Date:

Place:

Full Signature of the Applicant

N.B.-Envelop containing the application must be superscribed "Application for the post of.....under AMRUT at Habra Municipality.