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OFFICE OF THE

NALHATI MUNICIPALITY

Nalhati (T.S.): Birbhum

Memo No: -001/Nal/Muni

Date: - 09.11.2016

-:Employment Notice:-

Applications are invited as per our prescribed format from the eligible candidates for engagement of 01 (one) no Community Organizer & 01 (one) no Dealing Assistant cum Data Entry Operator under NULM in terms of the no. SUDA-16/2015/1523(61) & SUDA-16/2015/1524(61) date 05.11.2015 issued from the Director SUDA & Mission Director, WBSLUM of ILGUS Bhavan, HC Block, Sector-III, Bidhannagar, Kolkata-700106. The Educational Qualification, Working Experience, Other Qualification, Remuneration, Period of engagement, age & other desired qualification post wise is given below:-

1) **Name of the Post:** - Community Organizer (2) **No. of Post:** - 01 (one) (3) **Educational Qualification:-** 10+2 in any discipline (4) **Experience:-** 3-5 years of experience in working with community on social development (5) **Other Qualifications:-** proficiency in MS Office (word, Excel, Power Point etc) is preferable. (6) **Age:-** 18 to 40 years as on 01.04.2016 (7) **Remuneration:-** Rs. 10,000.00 (Rupees Ten thousand only) per month (all inclusive) (8) **Period of Engagement:-** The engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund. (9) **Method of Test:-** Written Test (if, bulk, application received & for short listing only)/ Interview & Computer Proficiency Test.


2) **Name of the Post:** - Dealing Assistant cum Data Entry Operator (2) **No. of Post:** - 01 (one) (3) **Educational Qualification:-** 10+2 in any discipline and at least 6 month course in Basic Computer. (4) **Experience:-** At least 2 years of experience in working with organization of the Govt. Society, Firm, Association in data entry and related works in relevant field. (5) **Other Qualifications:-** proficiency in internet operations, e-mailing and MS Office (word, Excel, Power Point etc). (6) **Age:-** 18 to 40 years as on 01.04.2016 (7) **Remuneration:-** Rs. 12,000.00 (Rupees Twelve thousand only) per month (all inclusive) (8) **Period of Engagement:-** The engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund. (9) **Method of Test:-** Written Test (if, bulk, application received & for short listing only)/ Interview & Computer Proficiency Test.

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Willing candidates are requested to send their applications to this office through postal service or municipal main building Dropping Box from 11.00 A.M. to 3.00 P.M. Monday to Friday (Except Sunday & Govt. Holiday's). Candidates are requested to write over the envelop for which post they applied for (Compulsorily). One person can apply for a single post only. Application must be sent to the under noted address:-

To
The Chairman
Nalhati Municipality
At+P.O.-Nalhati, Dist.-Birbhum, Pin.-731243

- N.B:- i) Self Attested copy of Age proof, Qualification Certificate & Certificate of Working Experience are required with the application.
- ii) The candidate who have not fulfilled the criteria as per requirement in the Employment Notice is directed to debarring him/her to send the application to this office.
- iii) The authority is not liable for any kind of postal delay or any cause.
- iv) Online application will not be entertained
- v) No interim quarries will be entertained in this matter.
- vi) **Last Date of Receiving Application is 25.11.2016 upto 3.00 P.M.**


(Rajendra Prosad Singh)
Chairman
Nalhati Municipality

Chairman
Nalhati Municipality

To
The Chairman
Nalhati Municipality
At+P.O.- Nalhati
Dist.-Birbhum
Pin.-731243

Please paste your
recent passport size
colour photograph
not older than three
months and duly
signed over the
photograph

Sub: - Application for the post of Community Organizer/Dealing Assistant cum Data Entry Operator under NULM (please strike off which is not applicable)

Ref: - Your Employment Notice no:-001/Nal/Muni dated 09.11.2016.

Sir,

In response to your above advertisement I beg to offer myself as a candidate for the above noted post. My particulars are given below for your kind perusal.

- 1) Name (in BLOCK LETTER).....
- 2) Father's/Guardian Name.....
- 3) Date of Birth..... (DD/MM/YEAR)(4) Sex.....
- 5) Age as on 01.04.2016.....
- 6) Address for correspondence.....
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.....
- 7) Email ID.....
- 8) Phone/Mobile No.....
- 9) Nationality.....
- 10) Educational Qualification:-

Name of the Exam Passed	Name of Board/ University	Passing Year	Subject Studied	Marks obtained with percentage

11) Other Qualification.....

12) Working Experience.....

13) Are you presently working in the Central/State/PSU/Govt. Society/Firm/Association?

Yes/No (Please strike off which is not applicable) if your answer is yes, then the application will sent to this office through proper channel or submit the self attested photocopy of No-objection from your present employer along with the application form.

Yours faithfully,

-:Declaration:-

I do hereby declare that all statement which is made by me in this application is true & correct to the best of my knowledge & belief. If anything found false in future or any stage of recruitment my candidature will stand as cancelled. I am also enclosing herewith self attested photocopy of relevant documents along with this application.

(Signature of the Applicant)

Date.....

Place.....