

OFFICE OF THE COUNCILLORS OF SANTIPUR MUNICIPALITY
(ESTD – 1853)
P.O. SANTIPUR, DISTRICT NADIA

Memo No:- 3249/NULM,

Dated – 10th December 2015

NOTICE

Applications are invited for engagement of following manpower in Santipur Municipality under National Urban Livelihood Mission (NULM) on contractual basis. Details are mentioned below.

Sl. No.	Name of the Post	Required Educational Qualification
1.	Accountant Number of post -1(One)	<u>Educational Qualification:</u> Bachelor degree in Commerce. <u>Other Qualification</u> 1. At least three years experience in working with any Organization, Government, Society, Firm, Association. 2. Proficiency in Ms – office (Word, Excel, Power point).
2	Dealing Assistant cum Data Entry operator- Number of post – 1 (one)	<u>Educational Qualifications –</u> 10+2 in any discipline and 6months Courses in Basic Computer. <u>Other Qualification</u> 1. At least 2 years experience in working with Organization of the Government Society, Firm, and Association in data entry and related works in relevant field. 2. Proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power point).
3.	Community Organiser- Number of post – 4(four)	1. Education- 10+2 in any discipline 2. Experience- 3-5 years experience in working with Community on social development. 3 Proficiency in Ms – office (Word, Excel, Power point).

Monthly Remuneration.

Sl. No	Name of the Post	Monthly Remuneration
1	Accountant	Rs. 14,000.00
2	Dealing Assistant cum Data Entry operator	Rs. 12,000.00
3	Community Organiser	Rs. 10,000.00

This engagement is purely **“CONTRACTUAL”**. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.

Age - Not more than 40years as on 01.04.2015.

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Admissibility for selected candidates

1. Application to be submitted as per format enclosed. (ANNEXURE – 1)
 - i. Photocopies of the documents in support of Age, Educational Qualification, & Other Qualification will be self attested.
 - ii. Two recent passport size photographs with self attestation.
 - iii. Address with E-mail Id (if available) and contact number will have to be mentioned in the application.
 - iv. One envelope 25X11 cms with residential address and postage stamp of Rs. 5.00(five) only will have to be submitted along with the application.
 - v. If applicant is an Employee of either any Government/ Municipality or any other Organization he will have to submit “NO OBJECTION CERTIFICATE” from the concerned Employer.
2. Applications will have to be dropped/ submitted in SEALED BOX, which will be kept in the Santipur Municipality on every working days from 17th December 2015 to 4th January 2016 during office hours from 11-00 A.M. to 3-30 P.M. on Saturday from 11-00 A.M. to 1-00 P.M. Applications may also be submitted by post.
3. No application will be received after 3-30 P.M. of 4th January 2016.



Chairman
Santipur Municipality

Chairman
Santipur Municipality

(2)

8.1 Present Address (IN CAPITAL LETTER)

8.2 Permanent Address (IN CAPITAL LETTER)

9).a Contact number:

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b. e-mail

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10) Academic Qualification :

Sl. No.	School/Board/Univ./Inst.	Exam Passed	Year of Passing	Total Marks	Marks Obtained	Percentage

11) Computer Knowledge:

12) 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

13) Additional Qualification (If any):

14) 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 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:

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Signature of the Candidate