

**OFFICE OF THE MUNICIPAL COUNCILLORS  
SURI MUNIICIPALITY, BIRBHUM**

**Employment Notice No- 02/SM/NULM/2015-2016, Dated: 31/12/2015**

Application is invited from the eligible Candidates for engagement of Community Organisers , Accountant & DA cum DEO for CMMU under NULM of Suri Municipality, Birbhum on Contract Basis.

Detail is given bellow:-

1) Community Organisers (Three post):- 10+2 in any discipline.

Experience: - Should have at least 3-5 year experience of working with Community on Social Development.

Other Qualifications:-

- Proficient with MS Office (Word, Excel, Power Point etc.) is preferable.
- Fluency of English and Bengali or local languages of West Bengal.
- Age:- 18-40 years as on 01.04.2015
- Remuneration:- Rs.10000/- per month(all inclusive)

2) Accountant (one post):- Bachelor degree in Commerce.

Experience: - Should have at least 3 year experience of working with any organization of the Govt. Society, Firm, Association etc.

Other Qualifications:-

- Proficient with MS Office (Word, Excel, Power Point etc.)
- Fluency of English and Bengali or local languages of West Bengal.
- Age:- 18-40 years as on 01.04.2015
- Remuneration:- Rs.14000/- per month(all inclusive)

3) Dealing Assistance cum Data Entry Operator ( One Post):- 10+2 in any discipline and at least 6 months course in Basic Computer.

Experience: - Should have at least 2 year experience of working with organization of the Govt. Society, Firm, Association in Data entry and related works in relevant field.

Other Qualifications:-

- Proficient in internet operations, e-mailing and MS Office (Word, Excel, Power Point etc.)
- Fluency of English and Bengali or local languages of West Bengal.
- Age:- 18-40 years as on 01.04.2015
- Remuneration:- Rs.12000/- per month(all inclusive)

Application should be addressed to the Chairman, Suri Municipality, Suri , Dist. - Birbhum, Pin-731101.

How to apply: The Candidate should apply in the “Prescribed Application Form” only.

The Specimen Application Form as well as other necessary information is available

in the Website [www.municipal affairs department .org](http://www.municipal affairs department .org) and also in the Notice Board of Suri Municipality, Birbhum.

The last date for submission of application is – 15/01/2016

For Help line No - Tinku Biswas (A.F.C.) - 9474606662

S/d-  
Executive Officer &  
City Project Officer (NULM)  
Suri Municipality, Birbhum.

S/d-  
Chairman  
Suri Municipality, Birbhum

**OFFICE OF THE MUUNICIPAL COUNCILLORS.**  
**SURI MUNIICPALITY, BIRBHUM**  
**RECRUITMENT EXAMINATION'2016**  
**APPLICATION FORM**

[Employment Notice No. 02/SM/NLUM/2015-2016 Dated-31/12/2015]

[Closing date for receipt of Application: 15/01/2016]

<b>ROLL NO.</b>	<b>CAUTION</b>					Space for pasting recent passport size	
(Space for office use)	(i) The Candidate is advised to fill up all the items correctly in the Application Format and duly furnish all the required particulars/documents. (ii) If any item(s) of the application is considered inapplicable to the candidate, he/she should write NOT APPLICABLE or (NA) against the particular items(s) and in no case no item of the application should remain unfilled. (iii) Correction/overwriting, if any should be accompanied by signature of the candidate. (iv) Incase the application is not filled in accordance with the above instruction or any of the required documents is not enclosed; it will be treated as incomplete/defective and summarily rejected. (v) Application should be sent by Speed Post/Registered Post only.					<div style="border: 2px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> PHOTOGRAPH  of the Candidate with his/her full signature thereon.	
1	Name of the post applied for [In block Letters]						
2	Name of the Candidate(In Block Letters)	First Name	Middle Name	Surname			
3	Father's / Husband's Name	First Name	Middle Name	Surname			
4	Date of Birth	Day	Month	Year			
5	Address for Communication	Permanent Address :					
		Pin:					
	Detail is to be given in the appropriate box in Block Letters.	Present Address :					
		Pin:					
		State:					
		Mobile No:-					
		E-mail address:-					
6	Tick against the category to which you belong	SC	ST	OBC-A	OBC-B	General	
7(a)	Name of the Sub-Caste [in block letters]	7(b) Religion					

8	Academic Qualifications [Attested photocopies of certificates/Marks- sheet/ age proof & other documents should be attached with the application]										
	Examination Passed	Year of Passing	Board/ Council/ Institution/ University			Total marks obtained	% of marks obtained				
9	Are you employed? If yes , please give in details about your employment in the box (below)										
	Name of the employer		Date of joining		Name of post		Whether the job is temporary or permanent				
(i)											
(ii)	Full Address of the employer										
10	Working Experience (if any) (Mentioned the post, year of Experience, Date of joining & date of Leaving & others)		(i)								
			(ii)								
			(iii)								
			(iv)								
11	List of documents should be enclosed (Put Tick mark in the Box)										
Sl. No.	Documents			Yes	No	Sl. No.	Documents			Yes	No
(i)	Proof of age					(iv)	Copy of the Employment Exchange Card (if any)				
(ii)	Proof of academic Qualification					(v)	Two copies of recent passport size Photograph duly signed				
(iii)	Proof of Experience					(vi)	Two self addresses envelopes with Postage stamp of Rs.40/- each.				
(vii)	Proof in support of category (if any)										

### DECLARATION

I solemnly declare that (a) all statement made in this application are true, complete and correct (b) original documents will be produced on demand (c) I agree to take the Examination on condition that the Chairman of the Selection Committee, constituted for Suri Municipality may cancel my candidature at any time if I am found ineligible for admission to the Examination.

\*\* I have informed the head of my office or Department in writing that I am applying for this Examination. [Applicable to those who are already employed anywhere, please strike out if not applicable.]

Place:

Date:

.....  
Full Signature of the Candidate

**ADMIT CARD**

**TO BE FILLED IN BY THE CANDIDATE**

**Name of the post applied for:-**

Attach Passport  
Size Photo duly  
self Attested

**1) Name:-**

**2) Father's Name:-**

**3) Postal Address:**

**4) Date of Birth:**

**Note: - Bring all original certificates in support of Age, Educational Qualification & NOC from concern Authority if working any organization at present.**

**Signature of the Candidate**

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**TO BE FILLED IN BY THE APPLICATION RECEIVING AUTHORITY**

**ROLL NO .....**

**Name of the Examination / Interview Centre**

**With complete address :**

**Date of Examination / Interview and time :**

**Reporting time at the Centre :**

**Signature of the Authority**