



Office of the Municipal Councillors of Bankura

From: *Mahaprasad Sengupta*

CHAIRMAN, BANKURA MUNICIPALITY

Office: 250367,250344,25480

Fax: 03242-259269/25036

Resi: 03242-253338 Mobile: 943411519

E-mail: senguptamahaprasadcm@yahoo.ir

:bankuramunicipality@rediffmail.com

Website:www.bankuramunicipality.org

Employment Notice *2667/B.H.*

Dated: *18-12-2015*

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement of Accountant, Dealing Assistant cum DEO and Community Organiser(CO) for the following posts **National Urban Livelihood Mission (NULM)** along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under NULM under Bankura Municipality.

Sl. No.	Name of Post	Qualification / Experience / Remuneration
1.	Accountant	a) No. of posts- One b) Educational Qualification: Bachelor degree in Commerce c) Experience: At least 3 years experience in working with any organization of the Govt. society, firm, association etc. d) Proficiency in Ms- Office (Word, Excel, Power Point etc). e) Age: 18 – 40 years as on 01/04/2015 f) Remuneration: Rs.14,000/ month.
2.	Dealing Assistant cum DEO	a) No. of posts- One b) Educational Qualification: 10+2 in any discipline and at least 6 moth course in Basic Computer c) Experience: At least 2 years experience in working with the organization of the Govt. society, firm, association in data entry and related works in relevant field. d) Proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power Point, etc). e) Age: 18 - 40years as on 01/04/2015. f) Remuneration: Rs.12,000/ month.
3.	Community Organizer	a) No. of posts- One b) Educational Qualification: 10+2 in any discipline c) Experience: 3-5 years of experience in working with community on social development. d) Proficiency in Ms- Office (Word, Excel, and Power Point etc) is preferable. e) Age: 18 - 40 years as on 01/04/2015. f) Remuneration : Rs.10,000/ month (all inclusive)

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:bankuramunicipality@rediffmail.com

Website:www.bankuramunicipality.org

Terms and Conditions are noted below-

- 1) The eligible and interested candidate may submit the application as per prescribed format attached herewith within the stipulated date and time in the specified **DROP BOX** at Bankura Municipality, Bankura during the office hour within **08/01/2016** on any working day **upto 4 p.m.**
- 2) Application form has to be submitted in a sealed envelope and it should super scribe following information on the top of the the envelope in capital letters.
 - a) NAME OF THE CANDIDATE –
 - b) POST APPLIED FOR –
 - c) PERMANENT ADDRESS –
- 3) Documents to be attached along with the application form : Self attested photocopy of age proof, educational qualification (mark sheet), computer certificate, residential proof, working experience certificate (if any), certificate of extra qualification relevant to this job (if any). A recent passport sized colour photograph to be pasted in the proper place of the application form.
- 4) Submitting any false documents may lead to cancellation of the candidature at any time.
- 5) Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
- 6) Candidates should enclose self-attested photocopy of the age proof certificate with the application.
- 7) Self-attested recent 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".
- 8) Candidates are requested to view the Website www.bankuramunicipality.org.in for further details

Chairman,
Bankura Municipality

Chairman
Bankura Municipality

APPLICATION FORMAT

Application for the post of Accountant , Dealing Assistant cum Data Entry Operator, and
Community Organizer under NULM, on Contractual basis at Bankura Municipality, Bankura.

To
Chairman
Bankura Municipality
Bankura.

Affix Passport
sized recent
colour
photograph duly
Signed by the
Candidate

Post applied for : _____

1. Name of the Candidate (in Block Letters) : _____

2. Father's/ Husband Name : _____

3. Date of Birth (dd/mm/yyyy) : _____

4. Age (as on 01/04/2015) : _____ 5. Sex (M/F) : _____

6. Category (SC/ST/OBC/GEN/PH) : _____ 7. Nationality: _____

8. Address

Present Address : _____

Permanent Address : _____

9. Mobile No. : _____ 10. Email ID : _____

11. Academic Qualification :

Sl. No.	Name of Examination	Board /University Name	Year of Passing	Total Marks	Marks Obtained	% of Marks	Division

12. Experience :

Sl. No.	Name of the Organisation	Name of the Post	Experience		Whether the Job is Permanent/ Contractual	Nature of Work Done	Experience Certificate Enclosed- Y/N
			Year	Month			

13. Computer Qualification :

Name of Computer Course	Institution Name	Course Duration	Year of Passing	Marks Obtained	% of Marks / Grade

14. Experience (if any) : _____

15. Extra Qualification relevant to this job (if any) : _____

Declaration:

I do hereby declare that the particulars mentioned above are true to the best of my knowledge and belief that if any of the above particulars are found incorrect or false at any stage my candidature will be cancelled by the selection committee without any further reference to me.

Date: _____

Place: _____

_____ Full Signature of the Candidate

Enclosure(s):

Self attested photocopy of age proof, educational qualification (mark sheet), computer certificate, residential proof, working experience certificate (if any), certificate of extra qualification relevant to this job (if any). A recent passport sized colour photograph to be pasted in the proper place of the application form.