

ULUBERIA MUNICIPALITY

ULUBERIA * HOWRAH-711316

Memo No.UM/ 80

date-07.1.2016

Employment Notice

Application in the **Prescribed Format** is invited from the eligible candidates for purely contractual engagement of Supports Staff at City Mission Management Unit, Uluberia under National Urban Livelihood Mission (NULM) for the following posts. The details of which are given below:-

Sl.No.	Name of Post	Qualification / Experience / Remuneration
1	Accountant	A) Educational Qualification : Bachelor degree in Commerce B) Proficiency in MS Office (Word, excel, Power Point etc.) C) Experience :- At least three years experience in working with any organization of the Govt. society , firm, association etc D) Age-18-40 years as on 01.04.2015 E) Remuneration : Rs.14000/- per month
2	Dealing Assistant cum Data Entry Operator	A) Educational Qualification : 10+2 in any discipline and at least 6 month course in basic computer. B) Experience: - i) At least two years experience in working with any organization of the Govt. society , Firm, Association in data entry and related works in relevant field. ii) Proficiency in Internet Operation, Emailing and MS Office (Word, excel, Power Point etc.) C) Age-18-40 years as on 01.04.2015 D) Remuneration : Rs.12000/- per month
3	Community Organizer	A) Educational Qualification : 10+2 in any discipline B) Experience :- i)3-5 years of experience in working with Community on social development. ii) Proficiency in MS Office (Word, excel, Power Point etc.) C) Age-18-40 years as on 01.04.2015 D) Remuneration : Rs.10000/- per month (all inclusive)

Terms and Conditions are noted below-

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2. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority along with application.
3. Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
4. Candidates should enclose self-attested photocopy of the age proof certificate with the application.
5. 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.
6. Application should reach on the following address by post or by hand delivery,
addressing The Chairman, Uluberia Municipality, O.T.Road, Uluberia, Howrah-711316
7. Candidates are requested to view the Website of Municipal Affairs Department (www.wbdma.gov.in) and of CMU (www.changekolkata.org) and (www.uluberiamunicipality.org) for further details
8. **LAST DATE OF SUBMISSION OF APPLICATION IS 22.01.2016 upto 4 pm**




Chairman, *Chairman*
Uluberia Municipality
Uluberia Municipality

APPLICATION FORM

APPLICATION FOR THE POST OF

To,
The Chairman,
Uluberia Municipality,
Uluberia, Howrah-711316.

Please affix
here your
recently taken
passport size
photograph
duly signed

01) Name of the candidate (in Capital Letters) :.....

02) Name of the Father/Husband :.....

03) Date of Birth :.....

04) Age as on 01/04/2014 :.....

05) Sex (Male/Female) :.....

06) Nationality :.....

07) Religion :.....

08) Postal Address with P.S. & Pin No. :.....

09) E-mail Address :.....

10) Contract No. :.....

11) Education Qualification

Name of the Examination	Year of Passing	% of Marks	Subjects	Board / University

13) Details of Relevant Work Experience (Starting with the current in descending manner).

Organization / Office	Post Held	From	To	Total period (Years & Months)

14) Candidates already in service

a) Current Salary in Rupees (per month) :.....
(Including of all components)

b) Whether the present organization will
Release immediately (in case this
Contractual Engagement is offered) : Yes / No

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

Date :

Place :

(Full Signature of the Candidate)