

OFFICE OF THE COUNCILLORS OF
MIDNAPORE MUNICIPALITY
MIDNAPORE, PASCHIM MEDINIPUR

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MEMO NO- 3982 / NULM

DATE: 8.1.16 ,

**Notification for Engagement of Community organizer and Support
Stuffs at CMMU under National urban Livelihood Mission (NULM) in
Midnapore Municipality, West Bengal**

Midnapore Municipality application from suitable candidates for the following posts:

- 1) Accountant
- 2) Dealing Assistant cum Data Entry Operator.
- 3) Community Organizer.

1. The minimum academic qualifications, competencies & work experiences required for the posts, the range of responsibilities to be discharged and the consolidated monthly remuneration are mentioned in Table below.
2. The candidates who do not have the required academic qualifications, competencies and work experiences mentioned and who do not have capacities to discharge the responsibilities need not apply. Applications received from candidates not having the minimum academic qualifications, competencies and work experiences will be summarily rejected.
3. The age for the posts is 18-40 years.
4. Application has to be made in the prescribed Application Form (attached with this notification) only. Candidates must submit, along with applications, attested copies of all documentary evidences in support of their academic qualifications and work experiences and No Objection Certificate from Authority. The Application Form will have to be filled up on the basis of facts which they will have to substantiate subsequently showing the originals during the selection process, failing which their candidature will be cancelled.
5. The candidates must be agreeable to work anywhere as per needs of the Department and must be people-friendly and having serving attitude and capacity to work in a team and on project mode. Those unable to join immediately after selection need not apply.



6. The applications must be complete in all respects. Incomplete applications will be summarily rejected.
7. Each application in sealed cover must reach within , **25/01/2016 (before 3-00 PM) positively.**
To
The Chairman,
Midnapore Municipality,
Post- Midnapore, P.s- Kotwali
Dist- Paschim Medinipore, PIN-721101
8. Applications reaching the above address after the stipulated date and time will not be considered for selection.
9. **"Application for the post of "Name Of The Post "under the NULM, Midnapore Municipality"** should be written on the envelope containing the filled in application form.
10. Only shortlisted candidates will be called during selection. Selection will be done on competitive basis.
11. Decision of the competent authorities shall be final in the matter of selection of eligible candidates. Authority reserves the right to cancel all /any application without assigning any reason. Canvassing in any manner shall lead to disqualification of candidature.
12. No TA/DA will be paid to the candidates for appearing at the selection test/interview.



Executive Officer
Midnapore Municipality



Chairman
Midnapore Municipality
Chairman
Midnapore Municipality

TABLE 1

TABLE				
Sl. No.	No Of Post	Name of Post	Qualification & Experience	Consolidated Remuneration Per Month
1	1	Accountant	<p>Educational Qualification: Bachelor degree in Commerce.</p> <p>Experience: At least Three Years experience in Working with any organization of Govt. society, Firm Association etc.</p> <p>Other Qualifications:</p> <ul style="list-style-type: none"> ➤ Proficient with MS Office(Word, Excel, Power Point) 	Rs.14000/-
2	1	Dealing Assistant cum Data Entry Operator	<p>Educational Qualification: 10+2 in any discipline and at least 6 month course in basic Computer.</p> <p>Experience: At least two years experience in Working with any organization of Govt. society, Firm Association etc in data entry and related works in relevant field.</p> <p>Other Qualifications:</p> <p>Proficient in internet operation, e-mailing and MS Office(Word, Excel, Power Point)</p>	Rs.12000/-
3	4	Community Organizer. (1 post Reserved For S.C Candidates. 1 Post reserved For S.T. Candidates. 2 Posts are Unreserved)	<p>Educational Qualification: 10+2 in any discipline.</p> <p>Experience: 3-5 years experience in Working with community or social development.</p> <p>Other Qualifications:</p> <p>Proficient in MS Office(Word, Excel, Power Point)</p>	Rs.10000/-

(a) Contractual monthly remuneration for each post will be as per table 1 mentioned above with each engagement period of maximum one years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement.

(b) The age limit of the said post to be engaged in CMMU will be 18-40 years as on 01.04.2015. Maximum Age Limit is relaxabale Upto 45 years as on 01.04.2015 in case of S.C and S.T Candidates (i.e, Candidates born between 02.04.1970 and 01.04.1997 may apply). For unreserved candidates date of birth need be between 02.04.1975 and 01.04.1997. Age limit is nor relaxable.

APPLICATION FORM

Notification for Engagement of Community Organizer and Support Staffs at CMMU (NULM) in Midnapore Municipality, West Bengal

(Relevant attested documents for educational qualifications and work Experiences and No Objection from authority need to be attached with this application form and original documents will be checked at appropriate time to be notified in due course)

Please affix here your recently taken passport size photograph signed

MIDNAPORE MUNICIPALITY
P.S-Kotwali,P.O-Midnapore
Dist:Paschim Midnapore
PIN:721101

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

2. Posts applied for:

3. Name of Father/Husband:

4. Date of birth:

5. Age as on 01.04.2015:

6. Sex:

7. Nationality

8. Religion:

9. Caste (Gen/SC/ST/OBC):

10. Postal Address:

11. E-mail address :

12. Contact No (Mandatory):

12. Educational Qualification:

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

Others, if any				

13. Details of Relevant Work Experience (Starting with the current or most recent one) (Add more cells and pages if required)

Sl. No.	Organisation/Office	Post Held	From	To	Total Period (Years & months)
Major responsibilities/tasks performed					
Major responsibilities/tasks performed					
Major responsibilities/tasks performed					
Major responsibilities/tasks performed					
Total experience					

14. Current Salary in Rupees (per month):
(Inclusive of all components)

15. Whether the present organization will release immediately (in case contractual engagement is offered) : Yes / No (Indicate with mark):

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

Date:

Full Signature:.....

Place: