

Office of the Municipal Councillors, Kamarhati

[Address: 1, M.M. Feeder Road, Rathtala, Belgharia, North 24 Parganas, Kolkata - 700 056

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kamarhati_municipality@rediffmail.com

No. 1000/Gnl.

Dated : 11.12.2015

EMPLOYMENT NOTICE

Applications are invited from eligible candidates for filling up the posts "NULM" as shown in the table below for KAMARHATI MUNICIPALITY

Sl. No.	Name of the Post	No. of vacancies	Contractual Remuneration	Qualification	Age Limit (as on 1.4.2015)	Duration of employment
1.	Manager-Social Development and Infrastructure	1 No	Rs.50,000.00/month (Consolidated)	Educational Qualification: Bachelor degree in Social Science preferably in Social Work/ Sociology/ Economics/Management. • Experience : 2-3 years practical experience of working in Social Development work with poverty reduction programme.	Not more than 40 Yrs.	For One year, may be renewed for additional each year with satisfactory performance
2.	Manager-Skills and Livelihood	1 No	Rs.50,000.00/month (Consolidated)	Educational Qualification: Bachelor degree in Social Science preferably in Social Work/ Sociology/ Economics/Management. • Experience : 2-3 years practical experience of working in implementation of skill training and placement programme.	Not more than 40 Yrs.	For One year, may be renewed for additional each year with satisfactory performance

3	Manager-Financial Inclusion & Micro Enterprise	1 No.	Rs.50,000.00/month (Consolidated)	<p>Educational Qualification: Bachelor degree in Social Science preferably in Social Work/ Sociology/ Economics/Management.</p> <p>Experience : 2-3 years practical experience of working in skill training and placement programmes/ credit linkage, Social security and /or Micro enterprises promotion in poverty reduction programmes / financial institutions.</p>	Not more than 40 Yrs.	For One year, may be renewed for additional each year with satisfactory performance
4	Accountant	1	Rs. 14000/-	<p>Bachelor degree in Commerce</p> <p>At least three years experience in working with any organization of the Govt. Society, firm association etc.</p> <p>Proficiency in MS Office (Word, Excel, Power point etc.)</p>	Not more than 40 Yrs.	For One year, may be renewed for additional each year with satisfactory performance
5	Dealing Assistant cum Data Entry Operator	1	12000/-	<p>10+2 in any discipline and at least 6 month course in Basic Computer.</p> <p>At least 2 years experience in working with organization of the Govt. Society, firm association in data entry and related</p>	Not more than 40 Yrs.	For One year, may be renewed for additional each year with satisfactory performance

				works in relevant field. Proficiency in internet operations, e-mailing an MS Office (Word, Excel, Power point etc.)		cc
6	Multi Tasking Helper	1	10000/-	Madhyamik or equivalent exam pass. At least 2 years experience in relevant field	Not more than 40 Yrs.	For One year, may be renewed for additional each year with satisfactory performance

LAST DATE OF APPLICATION ; 29th. December, 2015 upto 4 p.m.

How to Apply:

1. Intending candidates have to apply in the prescribe format which can be downloaded from the website of Kamarhati Municipality (www.kamarhatimunicipality.org). Candidates who are in Govt./Quasi/Govt. services, will have to apply through proper channel.
2. Application along with C.V. and supporting documents must be dropped directly by the candidates or his/her representative into the appropriate Drop Box at the Executive Officer's room 1st floor of the main building addressed to the Chairman, Kamarhati Municipality, I, M.M. Feeder Road, P.O. Belgharia, Kolkata – 700 056 super scribing on the envelope “ i) Employment Notice No., ii) Name of the post applied for” so as to drop on or before the closing date.
3. Application duly filled up in appropriate manner must be submitted along with the copies of the following documents duly self attested.
 - i) Age proof certificate, ii) Mark sheet and /or certificate for each examination passed, iv) Two nos. of self address envelop affixed with postal stamp of Rs.5/- each.
4. No TA & DA will be allowed for interview process
5. Short listed candidates should be informed before interview / written test


Chairman

Kamarhati Municipality
Chairman
Kamarhati Municipality

Proforma of application

Application for the post of “.....”

To
The Chairman,
Kamarhati Municipality
1, M.M. Feeder Road,
Belgharia, Kolkata- 700 056

Enrolment No.....

(To be filled in by the Municipality)

Affix here self signed
Recent passport size photograph

Sir,

In response to your advertisement dated I like to offer myself as a candidate
for the post of..... In this connection the requisite particulars and
documents are given below :

1. Name (In block letter) :
2. Father's name :
3. Guardian's name :
4. Present address (with pin code) :
5. Permanent Address
(with pin code and phone no.) :
6. Email ID :
7. Date of Birth :
8. Age (as on 01.04.2015) :
9. Religion :
10. Qualification :
11. Details of qualification :
12. Experience, if any :
13. Extra Curricular activity, if any :
14. Whether belong to SC/ST : Yes/No.(please (✓) on whichever is applicable)
OBC category if yes detailed statement and documents in
support of the statement.
15. Marital status :

Signature of Applicant