

Applications in prescribed format are invited from eligible candidates for engagement Support Staff for the following post of City Mission Management unit (CMMU) under National Urban Livelihood Mission (NULM) on purely contractual basis for Rishra Municipality.

SI No.	Name of Post	No. of Post	Qualification /Experience
1	Accountant	1	i) Bachelor degree in commerce
			ii) At least Three years experience in working with any organization of Govt. Society, Firm, Association etc
			iii) Proficiency in MS-office, Word, Excel, Power point etc.
			iv) Age- 18-40 years as on 01-04-2015
			v) Remuneration Rs. 14,000 per month
2	Dealing Assistant cum Data Entry Operator	1	i) 10+2 in any Discipline and at least 6 month course in Basic Computer
			ii) At least 2 years experience in working with any organization of the Govt. Society, firm, Association in Data Entry and related works in relevant field
			iii) Proficiency in Internet Operations, E-Mailing and MS-office (Word, Excel, Power point etc).
			iv) Age- 18-40 years as on 01-04-2015
			v) Remuneration Rs. 12,000 per month

3. Engagement is purely contractual. Initial engagement is for one year with Subsequent Renewal Based on performance and availability of fund.
4. Scope of work: - The person selected for these positions will assist the City Project Officer, CMMU in Operationalizaing the respective components of NULM at the City level.
5. Selection for the posts will be made through written, Viva Voce and Computer Tests.
6. Application has to be made in the prescribed application form/ (attached with this notice) only. Candidates must submit along with application, Self-attested copies of all documentary evidence in support of their academic qualification and work experience and along with 2(two) recent color passport size photo (one to be pasted on the application and other to be enclosed with the application. "No objection Certificate" from the Authority if the candidate is presently engaged in service.
7. Applications must be completed in all respects; incomplete application will be summarily rejected.
8. Each application in sealed cover addressing 'The Chairman, Rishra Municipality,49/56/57, Rabindra Sarani, P.O. Rishra Dist.- Hooghly, W.B, Pin- 712248, must reach within 29/09/2016 within 4 P.M positively. Application may be sent by Registered Post/Speed Post or may be submitted in the Municipal Drop Box near the entrance Gate of Ground Floor of Rishra Municipal Office.
9. Application reaching after the stipulated date and time will not be considered for selection.
" APPLICATION FOR THE POST OF **ACCOUNTANT/D.A cum D.E.O** UNDER NULM, RISHRA MUNICIPALITY should be written on the envelope containing the filled in Application Form.
10. Decision of the City Level Selection Committee 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.
11. No. T.A. /D.A will be paid to the candidates for appearing at the Selection Test.

**Chairman,
Rishra Municipality
&
Chairperson, City Level Selection Committee,
Rishra Municipality**

APPLICATION FORM

Relevant self documents of Education Qualification and Work Experience and No Objection from Authority if already engaged in service need to be attached with this application Form

RISHRA MUNICIPALITY

RISHRA: HOOGHLY

49/56/57, Rabindra Sarani, P.O. Rishra, Dist. – Hooghly, PIN – 712248

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. Cast:
10. Postal Address:
11. E-mail Address (Mandatory):
12. Contact Number:
13. Educational Qualification:

Please affix here your recently taken colored passport size photograph sign on it.

Name of the Examination Passed	Year of Passing	% of Marks	Subjects Taken	Board or University
Others, if any				

14. Details of relevant work experience (Add more pages if required)

Sl. No	Organization /Office	Post Held	From	To	Total Period (Year & Month)
Major responsibilities/takes performed					
Major responsibilities/takes performed					
Major performed responsibilities/takes					
Total period of experience					

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

I do hereby certify that all the details stated above are true to the best of my knowledge and that in case any information is proved false, my candidature will be liable to be cancelled.

Date:

Place:

Full Signature.