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OFFICE OF THE

# NALHATI MUNICIPALITY

Nalhati (T.S.): Birbhum

Memo No: -001/Nal/Muni

Date: - 09.11.2016

## -:Employment Notice:-

Applications are invited as per our prescribed format from the eligible candidates for engagement of 01 (one) no Community Organizer & 01 (one) no Dealing Assistant cum Data Entry Operator under NULM in terms of the no. SUDA-16/2015/1523(61) & SUDA-16/2015/1524(61) date 05.11.2015 issued from the Director SUDA & Mission Director, WBSLUM of ILGUS Bhavan, HC Block, Sector-III, Bidhannagar, Kolkata-700106. The Educational Qualification, Working Experience, Other Qualification, Remuneration, Period of engagement, age & other desired qualification post wise is given below:-

1) **Name of the Post:** - Community Organizer (2) **No. of Post:** - 01 (one) (3) **Educational Qualification:-** 10+2 in any discipline (4) **Experience:-** 3-5 years of experience in working with community on social development (5) **Other Qualifications:-** proficiency in MS Office (word, Excel, Power Point etc) is preferable. (6) **Age:-** 18 to 40 years as on 01.04.2016 (7) **Remuneration:-** Rs. 10,000.00 (Rupees Ten thousand only) per month (all inclusive) (8) **Period of Engagement:-** The engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund. (9) **Method of Test:-** Written Test (if, bulk, application received & for short listing only)/ Interview & Computer Proficiency Test.

2) **Name of the Post:** - Dealing Assistant cum Data Entry Operator (2) **No. of Post:** - 01 (one) (3) **Educational Qualification:-** 10+2 in any discipline and at least 6 month course in Basic Computer. (4) **Experience:-** At least 2 years of experience in working with organization of the Govt. Society, Firm, Association in data entry and related works in relevant field. (5) **Other Qualifications:-** proficiency in internet operations, e-mailing and MS Office (word, Excel, Power Point etc). (6) **Age:-** 18 to 40 years as on 01.04.2016 (7) **Remuneration:-** Rs. 12,000.00 (Rupees Twelve thousand only) per month (all inclusive) (8) **Period of Engagement:-** The engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund. (9) **Method of Test:-** Written Test (if, bulk, application received & for short listing only)/ Interview & Computer Proficiency Test.


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Willing candidates are requested to send their applications to this office through postal service or municipal main building Dropping Box from 11.00 A.M. to 3.00 P.M. Monday to Friday (Except Sunday & Govt. Holiday's). Candidates are requested to write over the envelop for which post they applied for (Compulsorily). One person can apply for a single post only. Application must be sent to the under noted address:-

To  
The Chairman  
Nalhati Municipality  
At+P.O.-Nalhati, Dist.-Birbhum, Pin.-731243

- N.B:- i) Self Attested copy of Age proof, Qualification Certificate & Certificate of Working Experience are required with the application.  
ii) The candidate who have not fulfilled the criteria as per requirement in the Employment Notice is directed to debarring him/her to send the application to this office.  
iii) The authority is not liable for any kind of postal delay or any cause.  
iv) Online application will not be entertained  
v) No interim quarries will be entertained in this matter.  
vi) **Last Date of Receiving Application is 25.11.2016 upto 3.00 P.M.**

  
(Rajendra Prosad Singh)  
Chairman  
Nalhati Municipality

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Nalhati Municipality