



# Hooghly-Chinsurah Municipality

Mahendra Mitra Road, Pipulpati, PO & Dist. - Hooghly, West Bengal.

Tel.: (033) 2680-2899/2319, TeleFax. (033) 2680-6091

Website:-www.hcm.net.in & E-mail id:-hooghch@yahoo.com

No:-003/NULM/HCM

Dated 01<sup>st</sup> Day of September,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 Accountant & 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:-** i) Proficiency in MS Office(Word,Excel,Power Point Etc) is preferable. ii) Fluency of English and Bengali or local languages of West Bengal 6) **Age:-** 18 to 40 years as on 01.04.2015 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:-** Accountant 2) **No. of Post:-**01(One) 3) **Educational Qualification:-** Bachelor degree in Commerce. 4) **Experience:-** - At least three year experience in working with any organization of the Govt.Society, Firm, Association etc. 5) **Other Qualifications:-** Proficiency in MS Office (Word, Excel, Power Point Etc) is preferable. ii) Fluency of English and Bengali or local languages of West Bengal 6) **Age:-** 18 to 40 years as on 01.04.2015 . 7) **Remuneration:-** Rs.14,000.00 (Rupees Forteen thousand only) per month. 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.
- 3) **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 year 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).. ii) Fluency of English and Bengali or local languages of West Bengal 6) **Age:-** 18 to 40 years as on 01.04.2015 . 7) **Remuneration:-** - Rs.12, 000.00 (Rupees Twelve thousand only) per month. 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 11.00A.M. to 3.00P.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:-

The Chairman,  
Hooghly Chinsurah Municipality,  
Mahendra Mitra Road, Pipulpati, P.O & Dist-Hooghly, Pin-712103.

- 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 23.09.2016 upto 3.00 P.M**

  
Chairman,  
Hooghly Chinsurah Municipality  
Chairman  
Hooghly Chinsurah Municipality  
01/09/2016

Hooghly Chinsurah Municipality  
Mahendra Mitra Road, Piplupati, P.O & Dist-Hooghly

Please paste  
your recent  
passport size  
colour  
photograph  
not older than  
three months  
and duly signed  
over the  
photograph

To  
The Chairman,  
Hooghly Chinsurah Municipality  
Mahendra Mitra Road, Pipulpati,  
P.O & Dist-Hooghly, Pin-712103.

Sub:- Application for the post of Community Organizer/ Accountant/ Dealing Assistant  
cum Data Entry Operator under NULM (Please strike off which is not applicable)

Ref:- Your Employment Notice no:-003/NULM/HCM Dated 01.09.2016

Sir,

In response to your above advertisement I beg to offer myself as a candidate for the  
above noted post. My particulars are given below for your kind perusal.

- 1) Name (in BLOCK LETTER) \_\_\_\_\_
- 2) Father's/Guardian Name \_\_\_\_\_
- 3) Date of Birth \_\_\_\_\_ (DD/MM/YEAR) 4) Sex \_\_\_\_\_
- 5) Age as on 01.04.2015 \_\_\_\_\_
- 6) Address for correspondence \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7) Email id \_\_\_\_\_
- 8) Phone/Mobile No \_\_\_\_\_
- 9) Nationality \_\_\_\_\_
- 10) Educational Qualification:-

Name of the Exam Passed	Name of Board /University	Passing Year	Subject Studied	Marks obtained with percentage

11) Other Qualification \_\_\_\_\_

12) Working Experience \_\_\_\_\_

13) Are you presently working in the Central/State/PSU/Govt.Society/Firm/Association?  
Yes /No(Please strike off which is not applicable) if your answer is yes, then the application will  
sent to this office through proper channel or submit the self assted photocopy of No-objection  
from your present employer along with the application form.

Yours faithfully,

**-: Declaration:-**

I do hereby declare that all the statement which is made by me in this application is true &  
correct to the best of my knowledge & belief. If anything found false in future or any stage of  
recruitment my candidature will stand as cancelled. I am also enclosing herewith self attested  
photocopy of relevant documents along with this application.

Date \_\_\_\_\_

Place \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Applicant)