



OFFICE OF THE
KHARAGPUR MUNICIPALITY

P.O.-KHARAGPUR, DISTRICT-PASCHIM MEDINIPUR, PIN CODE-721301.

Phone No.- 03222-257080, 258169, Fax No.- 03222-255347.

e-mail: cmkgpmppty@gmail.com.

Memo. No. K.M/391/NULM

Date 20.10.2016

Application in the 'Prescribed Format' is invited from the eligible candidates on purely contractual engagement for the following posts under National Urban Livelihood Mission (NULM) along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal and availability of fund under NULM of Kharagpur Municipality.

Sl. No.	Name of Post	Eligibility criteria:
01	Accountant	i) No. of post : One ii) Education : Bachelor degree in Commerce iii) Experience : At least three years experience in working with any organization of the Govt. society, firm, association etc. iv) Proficiency in Ms-Office (Word, Excel, Power Point etc.) v) Age : 18-40 years as on 01.04.2015 vi) Remuneration : Rs. 14,000.00 per month.
02	Dealing Assistant- cum Data Entry Operator	i) No. of post : One ii) Education : 10+2 in any discipline and at least 6 month course in Basic Computer iii) Experience: At least two years experience in working with any organization of the Govt. society, firm, association in data entry and related works in relevant field. iv) Proficiency in Internet operation, e-mailing and Ms-Office (Word, Excel, Power Point etc.) v) Age : 18-40 years as on 01.04.2015. vi) Remuneration : Rs. 12,000.00 per month.
03	Community Organiser	i) No. of post : Six ii) Education : 10+2 in any discipline. iii) Experience: 3-5 years of experience in working with community on social development. iv) Proficiency in Ms-Office (Word, Excel, Power Point etc.) is preferable. v) Age : 18-40 years as on 01.04.2015. vi) Remuneration : Rs. 10,000.00 per month.

Terms and Conditions are noted below:

- Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority along with application.
- Candidates should apply in prescribed application Form to be downloaded from the Website in A4 size paper.
- Candidate should enclosed self-attested photocopy of the age proof certificate with application.
- Self-attested recent passport size photo to be pasted on Application Form and name of the post for which applied must be mentioned on the cover of the application and the top of the application form as ' Application for the post of under NULM'
- Application should reach on the address of Chairman, i.e. The Chairman, Kharagpur Municipality, At Jhapetapur, P.O. Kharagpur, Dist. Paschim Medinipur, Pin – 721301.
- Last date of submission of application is **21.11.2016. upto 4.00 p.m.**
- Submission of application through online will not be allowed.


Chairman
Kharagpur Municipality.



6.2 Permanent Address (IN CAPITAL LETTER)

8) Contact number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9) Academic Qualification:

Sl. No.	School/Board/univ./ Inst.	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

9) Computer Knowledge:

10) Experience :

Sl. No	Name of the employer	Name of the Post	Date of joining	Date of Leaving	Whether the job is temporary or permanent	Type of Work Done

11) Additional Qualification(If any):

12) List of documents should be enclosed (Put Tick mark in the Box)

Sl. No	Documents	Yes	No	Sl.No	Documents	Yes	No
1	Proof of age			5	Copy of Employment Exchange card (if any)		
2	Proof of academic qualification			6	Copies of recent passport Size photographs		
3	Proof working experience						
4	Proof in support of category(if any)						

Declaration: I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary certificates whenever required.

If any information/details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my services may be terminated.

Date:

Place:

.....
Signature of the Candidate

ADMIT CARD

TO BE FILLED IN BY THE CANDIDATE

Name of the post applied for:-

1) Name:-

2) Father's Name:-

3) Postal Address:

4) Date of Birth:

Attach
Passport size
Photo

(Self-attested)

Signature of the Candidate

TO BE FILLED IN BY THE KHARAGPUR MUNICIPALITY

ROLL NO

Name of the Examination / Interview Centre With complete address :

Date of Examination / Interview and time :

Reporting time at the Centre :

Note: - Bring all original certificates in support of Age, Educational Qualification & NOC from concern Authority if applicable

Date -

Signature of the City Project Officer