



Guskara Municipality

P.O.:- Guskara, Dist: Burdwan
PIN: 713128, West Bengal

No:-1536/G.M./NULM

Dated:-17-11-2016

:-EMPLOYMENT NOTICE:-

Applications are invited as per prescribed Format from the eligible candidates for engagement of 01 (One) no. Community Organiser & 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, WBSULM of ILGUS Bhavan, HC Block, Sector –III, Bidhannagar, Kolkata- 700106. The Education Qualification, Working Experience , Other Qualification ,Remuneration , Period of engagement, age & other desired qualification postwise are given below:-

- 1) **A. Name of the Post:-** Community Organiser **B. No. of the Post:-** 01(One) **C. Educational Qualification :-** 10+2 in any discipline **D. Experience:-** 3-5 Years of experience in working with community on social development **E. Other qualification:-** i. Proficiency in MS Office(Word, Excel, Power Point etc.) is preferable **ii.** Fluency of English and Bengali or local languages of West Bengal **F. Age:-** 18 to 40 years as on 01.04.2016 **G. Remuneration (Contractual) :-** Total Rs 10,000.00 (Rupees Ten thousand Only) per month (all inclusive) **H. Period of Engagement :-** The engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund **I. Method of Test:-** Written Test, Interview & Computer proficiency Test.
- 2) **A. Name of the Post:-** Dealing Assistant-cum- Data Entry Operator **B. No. of the Post :-** 01(One) **C. Educational Qualification:-** 10+2 in any discipline and at least 6 months course in Basic Computer. **D. Experience:-** At least 2 years experience in working with organization of the Govt. Society, Firm, Association in data entry and related works in relevant field. **E. Other Qualification:-** a. Proficiency of internet operation, e-mailing and MS- Office (Word, Excel, Power point etc.) **b.** Fluency of English and Bengali or local language of west Bengal **F. Age:-** 18 to 40 years as on 01.04.2016 . **G. Remuneration(Contractual):-** Total Rs. 12,000/- (Rupees Twelve Thousand Only) per month (all inclusive). **H. Period of Engagement:-** The engagement is purely contractual. Initial engagement is for One year with subsequent renewal based on performance and availability of Fund. **I. Method of test:-** Written Test, Interview & Computer proficiency Test.

How To Apply

- I. **Candidate may apply for any one of the above Posts only**, otherwise his/her candidature will be cancelled
- II. Application must be sent to the Chairman, Guskara Municipality, P.O.:- Guskara Dist:- Burdwan, PIN: - 713128 by REGISTERED POST/SPEED POST only and Applications sent through other process will not be received.
Application must be superscribed on the envelop about Employment Notice No & Date and Name of the post Applied for.
- III. Applications duly filled up in appropriate manner must be submitted along with the copies of the following documents duly self attested by the applicant.
 - i. Age proof certificate
 - ii. Certificate of computer course and working experience,
 - iii. Marksheet and Certificate for each examination passed ,

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- iv. Voter ID Card, if available.
- IV. Two nos. of self-addressed (with PIN Code Number) envelope, size (24cm X 11cm) affixed with postal stamp of Rs.22/- each are to be submitted along with the application.
- V. Three nos. of self-attested recent coloured passport size photographs (4.5cm X 3.5cm) of the candidate must be enclosed with the application (one to be pasted on the application form at appropriate space and two as enclosure along with application).
- VI. Use of Mobile Phones, Calculators and any kind of electronic gadgets inside the examination hall is **STRICTLY PROHIBITED**. Use of the same will lead to cancellation of the candidature
- VII. Canvassing in any form will disqualify the candidature
- VIII. Candidates may obtain the details of the Post, relevant informations and application format through the Guskara Municipality's Website (www.guskaramunicipality.in), 'Office Notice Board at Guskara Municipality'.
- IX. The Authority is not liable for any kind of Postal delay.
- X. If at any stage, even after appointment, a candidate is found ineligible in terms of Employment Notice, his/her candidature will be cancelled.
- XI. The Municipal Authority reserves the discretion of conducting screening list with a view to short-listing of the candidates for interview in each category of the post.
- XII. The candidate who apply for the post should ensure that he/she fulfills all the eligibility conditions thereof. His/Her admission at the stage of Written Examination, if any as the case may be and at the Interview/Viva-Voce for which he/she is admitted by this Authority will be purely provisional subject to his/her satisfying the prescribed eligibility conditions. If on verification at any time before and after Written Examination, if any as the case may be and at the Interview/Viva-Voce, if it is found that he/she does not fulfill any of the eligibility conditions, his/her candidature shall stand cancelled without any notice and/or further reference.
- XIII. Application incomplete in any form or not in prescribed format or received after the due date is liable to be rejected summarily.
- XIV. Online Application will not be entertained.
- XV. The candidate for the post for which Computer knowledge is required shall have to undergo a Computer Test at the date & time of Interview/Viva-Voce.
- XVI. **Last date of receipt of application by Speed/Regd. Post is 06-12 -2016 upto 4:00 p.m**

Chairman

17-11-16

Guskara Municipality

&

Chairman of the City Level

Selection Committee

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Office of the

Guskara Municipality

P.O.:- Guskara, Dist: Burdwan

PIN: 713128, West Bengal

Memo No: 1536/1(7)/G.M./NULM

Dated:- 17-11-2016

Copy forwarded for information and necessary action to the:-

1. Director, SUDA & Mission Director, W.B.S.U.L.M., ILGUS Bhavan, Bidhannagar, Sector – III ,Kolkata- 700 016
2. Sri Sandip Adhya, Joint Director of Local Bodies, Burdwan Division, Chinsurah, Hooghly- Member of City Level Selection Committee.
3. Executive Engineer, MED , Burdwan Division, Purta Bhavan, Burdwan- Member of CLSC
4. Vice- Chairman, Guskara Municipality, -Member of CLSC
5. Smt. Gitarani Ghosh, Councillor, Guskara Municipality,- Member of CLSC
6. Executive Officer, Guskara Municipality, Member- Convenor of CLSC
7. Head Clerk, Guskara Municipality

Chairman

17-11-16

Guskara Municipality

&

**Chairman of the City Level
Selection Committee**