

EMPLOYMENT NOTICE

CHANDRAKONA MUNICIPALITY

(P.O. & P.S.: Chandrakona :: Dist.- Paschim Medinipur :: West Bengal)

Advertisement No. 1090/Ch.M/NULM/CLC/18-19 Dated- 09.08.2018

Applications as prescribed here-in-after are invited for the following posts. The criteria for the posts and the terms & conditions related with this advertisement are as follows:-

Sl. No.	Name of Post	Educational Qualification & Experience
01	Engineer (Electrical)	Degree in Electrical Engineering (BE/BTech.) Or Diploma in Electrical Engineering (LEC) With minimum 1 (one) year experience in relevant field.
02	Manager & Placement-cum-Marketing Co-ordinator	Educational Qualification:- 10+2 in any discipline. Other Qualification:- (i) Proficiency in computer (MS word, Excel, Power point etc.) is preferable. (ii) Experience in marketing in any field of activity.
03	Office Assistant-cum-Computer Operator	Educational Qualification:- 10+2 in any discipline. Other Qualification:- (i) Proficiency in computer (MS word, Excel, Power point etc.) is preferable.

Terms & Conditions:-

1) Purely Contractual.

- 2) Sl. No. 1 :** i) Under the management of Board of Councillors. Chandrakona Municipality
ii) Salary : Rs. 8000/- per month.

- 3) Sl. No. 2 & 3:** i) Under City Livelihood Centre, Chandrakona Municipality.
ii) A revolving fund oriented scheme sanctioned by State Urban Development Agency.
iii) Salary :
Rs. 6000/- per month for Manager & Placement-cum-Marketing Co-ordinator.
Rs. 5000/- per month for Office Assistant-cum-Computer Operator.

4. Age limit:

For Sl. No. 1: Minimum age limit is 24 years and maximum age limit is 40 years.
For Sl. No. 2 & 3: Minimum age limit is 18 years and maximum age limit is 40 years.

Age is to be calculated as on 01.01.2018. Relaxation of maximum age limit for SC/ST Category, OBC Category, P.H. Candidates and Ex-Serviceman Category will be as per existing Govt. Rules for all the posts.

5. There will be a written test followed by Computer Proficiency test and interview shall take place for preparation of Panel of selected candidates for the post of Clerk and appropriate test for Mazdoor.

6. Schedule of written test and interview shall be communicated in due time.

7. No objection Certificate is mandatory for those applicants who are working presently in any Govt. Organization/ Statutory bodies where such rules is applicable or otherwise the application will not be considered.

8. Candidates are requested to enclose I.P.O./Bank Draft for Rs. 100/- for Unreserved Candidate, for SC/ST/OBC/Ex-Serviceman Candidates Rs. 50/- only Payable in favour of Chairman, Chandrakona Municipality.

9. The Caste Certificate to be submitted along with the application should be issued by the competent authority of Govt. of West Bengal.

10. The envelope must be super-scribed with the "NAME OF THE POST APPLIED FOR". The application must be filled in as per prescribed format along with self attested testimonials/ certificates and to be addressed to the Chairman, Chandrakona Municipality, P.O. Chandrakona, Dist. Paschim Medinipur, Pin – 721201 and is to reach within 5 P.M. on 10.09.2018, failing which no application will be entertained.

11. Application may be submitted either by hand or by Post in hard copy and in sealed envelope only. Submission of application through online mode is not permissible.

12. No T.A. & D.A. for written test or interview is admissible.

13. The question for written test will be set in Bengali as well as in English except language section for all the posts.

14. The candidates are requested to view the following Website for further details.

www.wbdma.gov.in & www.chandrakonamunicipality.org

Sd-
Chairman
Chandrakona Municipality

(ii)Permanent Address (IN CAPITAL LETTER)

7. Contact number:

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

8. Email Id:

--

9.(i) Academic Qualification:

Sl. No.	Name of the Examination Passed	Name of Board/Council /University	Year of Passing	Subjects	Total Marks Obtained	Percentage of marks Obtained

(ii) Computer Knowledge:

10. Working Experience:

Sl. No.	Name of the Organization	Date of Joining	Date of Leaving/ Till Date	Total working Period (in years)	Whether the job is temporary or permanent?	Name of the Post held	Type of Work done

11. Additional Qualification (if any):

12. List of documents should be enclosed (Put tick in appropriate Box or NA if not applicable)

Sl. No.	Documents	Yes	No
1	Proof of Age		
2	Proof of academic Qualification		
3	Proof of working experience		
4	Copy of Employment Exchange card (if any)		
5	Whether recent passport size photographs pasted?		
6	Whether No-objection Certificate, if applicable, attached?		

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 this application are true and I shall furnish the necessary original certificates whenever required.

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

Date:

Place:

.....
Signature of the Candidate