

OFFICE OF THE BOARD OF ADMINISTRATORS OF SANTIPUR MUNICIPALITY

(Estd.-1853)

P.O-santipur,Dist.-Nadia,Pin.-741404



Code: 953472

Phone : Office – 278029

FAX : 277170

Resi : 278262

e-mail : santipurmunicipality@gmail.com

Website-www.santipurmunicipality.org

Ref. No. 02 /NULM

Dated- 14.7.2021

Employment Notice No. 02 /NULM Date- 14/7/2021. (N)

Application in the 'Prescribed Format' is invited from the eligible candidates for purely contractual engagement of support staff for the following post for City Mission Management Unit(CMMU) under Nation Urban Livelihood Mission (NULM) for maximum period of 1 year along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under National Urban Livelihood Mission(NULM) under Santipur Municipality

Sl. No	Name of Post	Qualification / Experience / Remuneration	No. of posts
01.	Dealing Assistant cum Data Entry Operator (DA cum DEO)	i) 10+2 PASS IN ANY DISCIPLINE FROM A GOVT. RECOGNISED INSTITUTION ii) AT LEAST 6 MONTH COURSE IN BASIC COMPUTER FROM A GOVT. RECOGNISED INSTITUTE iii) Necessary Experience: AT LEAST 2 YEARS WORKING EXPERIENCE IN GOVT. SOCIETY /FIRM /ASSOCIATION IN DATA ENTRY & RELATED WORKS IN RELEVANT FIELD iv) Desirable: PROFICIENCY IN INTERNET OPERATIONS, E-MAILING, MS OFFC. (WORD, EXCEL, PPT etc.) v) Consolidated monthly pay: Rs. 12000/- only (all inclusive)	01 AGE BAR: 18-40 YEARS AS ON 1.1.2021 (Age relaxation may be given as per St. govt. norms to the SC/ST/OBC)

Terms and Conditions are noted below:

1. The upper age limit of the DA cum DEO to be engaged in CMMU will be 40 years as on 01.01.2021. Upper age limit will be relaxed as per state govt. norms for SC, ST, OBC candidates.
2. Contractual monthly remuneration for each post will be Rs 12,000 /- (Rupees twelve thousand only)
3. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application.
4. Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
5. Candidates should enclose self-attested photocopy of the age proof certificate with the application.
6. 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 DA cum DEO"
7. Duly filled in prescribed Application form along with self attested necessary supporting in connection with age proof, necessary qualification proof, caste proof, experience certificate etc. in a sealed envelope superscripted as- 'APPLICATION FOR THE POST OF DA cum DEO under CMMU, NULM of Santipur Municipality' should reach on the following address by **registered post** to the Address: The Administrator, Santipur Municipality, N.S road, Santipur-741404, Nadia, W.B. Applications can also be submitted in sealed box placed in this Municipality Office on any office day at office hours. Application must be enclosed with a self addressed Rs.15/- stamped envelope.
8. Candidates are requested to view the Website of this Municipality-www.santipurmunicipality.org for further details.
9. **LAST DATE OF SUBMISSION OF APPLICATION IS - 31 /07/2021 upto 2 pm (if holiday declared then immediate next office day upto 4pm.)**
10. Mode of Selection- Written, Computer test & Viva
11. Municipality has the full right to reject any application without assigning any reason.
12. Incomplete application must be cancelled automatically.
13. NOC must be enclosed for the in service candidates from the present employer.
13. For postal delay municipality has no responsibility. After the last date and time no application will be entertained.
14. Any kind of canvassing is highly prohibited.
15. This Notice can be seen in---[https://www.wburbanservices.gov.in/page/recruitment\(website of UDMA\)](https://www.wburbanservices.gov.in/page/recruitment(website%20of%20UDMA))

14/7/2021
CHAIRPERSON, BoA
Chairperson
Board of Administrators
Santipur Municipality

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:

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Signature of the Candidate