

# OFFICE OF THE COUNCILLORS DHULIYAN MUNICIPALITY

P.O. DHULIYAN, DIST. MURSHIDABAD

S.T.D.: ☎/Fax: 265233

E-mail: [dhuliyanmunicipality@gmail.com](mailto:dhuliyanmunicipality@gmail.com)

Chairman's Chamber ☎: 03485-266133

Website : [www.dhuliyanmunicipality.in](http://www.dhuliyanmunicipality.in)

## EMPLOYMENT NOTICE

No. – 1457/DM

Date – 20/12/2016

Applications as prescribed here-in-after are invited from the eligible candidates for purely contractual engagement for the following posts under Deendayal Antodaya Yojana – National Urban Livelihood Mission (DAY-NULM) under Dhuliyan Municipality . The criteria for the posts and the terms & condition are as follows :

Sl No	Name of The Post	No. of Vacancy	Qualification & Experience needed	Monthly Remuneration
1.	Manager – Social Development and Infrastructure	1	<b>Educational Qualification :</b> Bachelor degree in social science preferably in Social work / Sociology/Economics/Management <b>Other Qualification :</b> Proficiency with MS Office and basic internet, strong analytic skills, fluency in English Language. <b>Experience :</b> 2-3 years practical experience of working in Social Development work with poverty reduction programmes	Rs. 50,000/- all inclusive
2	Manager – Skills Micro Enterprise , MIS & ME	1	<b>Educational Qualification :</b> Bachelor degree in social science preferably in Social work / Sociology/Economics/Management <b>Other Qualification :</b> Proficiency with MS Office and basic internet , strong analytic skills , fluency in English Language. <b>Experience :</b> 2-3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME	Rs. 50,000/- all inclusive

3.	Dealing Assistant cum Data Entry Operator	1	<p><b>Educational Qualification :</b> H.S. Passed (Any Stream) &amp; 6 Month Course in Basic Computer</p> <p><b>Other Qualification :</b> Proficiency in internet operations, e-mailing and MS Office (Word ,Excel , Power Point etc) is preferable</p> <p><b>Experience :</b> 2 Years of Experience in working with Organization of the Govt. Society, firm, association in data entry and related field.</p>	Rs. 12,000/- all inclusive
4.	Community Organisor	2	<p><b>Educational Qualification :</b> H.S. Passed (Any Stream) from Govt/ Govt. aided institution</p> <p><b>Other Qualification :</b> Proficiency in MS Office (Word ,Excel , Power Point etc) is preferable</p> <p><b>Experience :</b> 3-5 years of experience in working with Community on Social Development</p>	Rs. 10,000/- all inclusive

Terms and Condition:

1. **Engagement is purely on Contractual Basis. Initial Engagement is for One year with subsequent renewal after every one year based on performance and availability of fund**
2. **Age limit - 18-40 Years , as on 01.04.2016**
3. **Candidates will have to apply in the prescribed Application Format**
4. **Application Format is to be downloaded from the Website of Dhuliyān Municipality, [www.dhuliyānmunicipality.in](http://www.dhuliyānmunicipality.in) and Municipal Affairs Department's Website , [www.wbdma.gov.in](http://www.wbdma.gov.in) (Employment News)**
5. **Applications are to be addressed to 'The Chairman, Dhuliyān Municipality, P.O. – Dhuliyān , Dist. - Murshidabad**
6. **NOC requires for those applicants who are working in any organization / Government.**
7. **Name of the post for which applied must be mentioned on the envelope of the application as "Application for the Post ....."**  
If a candidate intends to apply for more than one post , he/she will have to send separate applications in separate envelopes
8. **Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority along with application.**
9. **One Self attested recent passport size photograph to be pasted on application form. Same self attested photograph is to be pasted on the call letter for Viva-Voce , when it is received from this office**
10. **Selection of Candidates will be done on the basis of Viva-Voce only. One Photo Identity card viz. EPIC/ AADHAR /PAN/DRIVING LICENSE is to be brought, at the time of appearing for Viva-Voce**

11. **Applications must be submitted through Indian Speed Post only. No online application will be entertained.**
12. **Last date of receiving applications is 16.01.2017. Applications must reach this office within 16.01.2017 . Authority is not liable for postal delay.**
13. **One Self addressed envelope , writing address for communication on the right side , is to be sent with the application.**
14. **No TA/DA will be admissible**

**Sd/- Subal Saha  
Chairman  
Dhuliyān Municipality**

# APPLICATION FORM

To  
The Chairman,  
Dhuliyān Municipality  
P.O. – Dhuliyān, Dist. – Murshidābad  
West Bengal - 742202

Affix Self  
attested recent  
color passport  
size photo

Application for the post of .....

1) Full Name , as per Admit Card ( In Capital Letters) :

.....

2) Father's / Husband's Name ( In Capital Letters) :

.....

3) Gender : Male  /Female  / Others

4) Date of Birth (DD/MM/YYYY) :.....

5) Age , as on 01/04/ 2016 ( DD/MM/YYYY) :.....

6) Nationality : .....

7) Religion : .....

8) Caste (SC/ST/OBC /GEN) : .....

9) Present Address for communication (in Capital Letters)

VILL. ....,P.O. ....

P.S....., DIST.....

STATE ..... , PIN.....

10) Permanent Address (in Capital Letters)

VILL. ....,P.O. ....

P.S....., DIST.....

STATE ..... , PIN.....

11) Contact No. : .....

12) E-mail ID :.....

**13) Academic Qualifications :**

SI No.	Examination Passed	Board /Council/University	Year of Passing	Total Marks	Marks Obtained	Percentage

**14) Additional Qualification (if any) :**

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**15) Computer Knowledge :**

SI No.	Course Name	Name of the Institution	Course Duration	Percentage of Marks

**16) Working Experience (if any) :**

SI No	Name of the Organization	Name of the post	Date of Joining	Date of Leaving	Total Working Period (in years)

**17) List of documents to be enclosed with the application form ( put tick in the box):**

<b>Sl No.</b>	<b>Documents</b>	<b>Yes</b>	<b>No</b>	<b>Sl No.</b>	<b>Documents</b>	<b>Yes</b>	<b>No</b>
<b>1.</b>	<b>Proof of Age</b>			<b>5.</b>	<b>Computer Certificates</b>		
<b>2.</b>	<b>Proof of Academic Qualification</b>			<b>6.</b>	<b>Recent Passport Size photographs</b>		
<b>3.</b>	<b>Experience Certificates</b>			<b>7.</b>	<b>One Self addressed envelope</b>		

I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement vide No. - 1457/DM Dated – 20.12.2016 of Dhuliyar Municipality. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the application are true to the best of my knowledge and belief. 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 engagement, my services may be terminated.

Date:

Place :

.....  
(Signature of the Candidate)