

# Vacancy Notice

**Gobardanga Municipality**, North 24 Pgs is inviting applications from the eligible candidates for following 03 posts for National Urban Livelihood Mission (NULM)

## # Post- **Community Organiser (C.O.)**-2 posts

# Education-10+2 in any discipline

# Experience-3-5 yrs experience in working with community on social development

# Proficiency-In MS-Office # Age limit- 18-40 Yrs on 1.4.2016

# Pay- 10,000/month (all inclusive)

## # **Post-Dealing Assistant cum Data Entry Operator (DA cum DEO)**- 1 post

# 10+2 in any discipline & at least 6 months

Course in basic computer # 2 yrs experience in working with organization of the Govt. Society, Firm and Association in data entry and related works in relevant field

# Internet operations, e-mailing, data entry and MS-Office

# Age limit -18-40 Yrs on 1.4.2016

# 12,000/month (all inclusive)

# Engagement is purely contractual.

# Initial engagement is for one year with subsequent renewal based on Performance and availability of fund.

# Age Relaxation – SC, ST, OBC as per rules.

# Witten test (MCQ) : 40 marks (Beng, Eng, Arithmetic and G.K)

# Viva: 5 marks

# **Computer Test: 5 marks.**

# Interested and eligible candidates may apply on A4 size plain paper along with attested copies of testimonials in support of Educational Qualification, Caste, Age, Experience Certificate and any other relevant documents.

# Filled-in Application along with enclosures should reach on or before **31.01.2017**

At Chairman, Gobardanga Municipality, P.O.Gobardanga, Dist.North 24- Parganas.  
Pin-743252 W.B. Visit website : [wbdma.gov.in](http://wbdma.gov.in)

### Scope of Work of C.O.

\*Formation of Self Help Groups (SHGs) each composing basically & Primarily of 12-15 poor female

Members 70% of whom being of BPL families for their poverty alleviation by various capacity

Building programmes through Field Work.

\*SHG Accounts Monitoring & Bank Credit Linkage.

\*Duties as will be assigned and allocated by the Authorities.

### Scope of Work of DA cum DEO

\*All types of relevant clerical Jobs, File Dealing, drafting letters, Notes etc.

\* All types of data Entry, Uploading of Information regarding SHGs,

Preparing & Maintaining of Monthly/ Quarterly Report in respect of NULM.

\*Duties as will be assigned and allocated by the Authority.

For both the above posts

Ms- Office includes Word, Excel, Power Points etc.

  
Executive Officer  
Gobardanga Municipality

  
Chairman  
Gobardanga Municipality  
North 24-Parganas