

Office of the Burdwan Municipality

G.T. Road, Burdwan, West Bengal, India – 713101

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Email: info@burdwanmunicipality.gov.in | Website: www.burdwanmunicipality.gov.in

Memo No. 49/H/11-9

Dated: 04.5.2017

Notice of Vacancy

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement in the following posts for Burdwan Municipality under National Urban Health Mission (NUHM).

Sl. No.	Name of Post	Qualification / Experience / Remuneration
1	Clerical Staff	a) No. of posts- Six b) Educational Qualification: Graduate in any discipline and must have knowledge of computer in MS Office and Internet.
2	Class-IV Staff	a) No. of posts- Six b) Educational Qualification: Madhyamik pass or equivalent.

Terms and Conditions are noted below-

1. The upper age limit of the all the posts to be engaged will be 40 years as on 01.04.2017.
2. Contractual monthly remuneration: -
 - a. For each post of Clerical Staff: Rs. 9,000/- (Rupees Nine thousand only).
 - b. For each post of Class-IV Staff: Rs. 5,000/- (Rupees Five thousand only).
3. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application. Candidates should enclose self-attested photocopy of the age proof certificate with the application.
4. Candidates should apply in the prescribed Application Format in A4 size paper (sample available in the website).
5. 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"
6. Application should reach on the following address By hand/ Speed Post/ Registered Post/Courier: Burdwan Municipality, G.T. Road, Burdwan, PIN- 713101. Authority shall not be responsible for any postal delay.
7. Candidates are requested to view the Website of this Municipality www.burdwanmunicipality.gov.in for further details.
8. Candidates already engaged in any organization should submit NOC from the concerned employer.
9. LAST DATE OF SUBMISSION OF APPLICATION IS 22.05.2017 upto 4 pm

Chairman
Burdwan Municipality

Memo No: - 49/1(9)/H/11-9

Date: - 04.5.2017

Copy forwarded for information to: -

1. Vice Chairman, Burdwan Municipality.
2. Executive Officer, Burdwan Municipality.
3. Finance Officer, Burdwan Municipality
4. Secretary, Burdwan Municipality

15. COMPUTER EDUCATION:-

NAME OF THE COURSE	NAME OF THE INSTITUTION	COURSE DURATION	PASSING YEAR	TOTAL MARKS	MARKS OBTAINED	PERCENTAGE/ GRADE

16. PROFESSIONAL EXPERIENCE (IF ANY):-

SL NO	DESIGNATION	ORGANIZATION	DURATION			NATURE OF DUTIES
			FORM	TO	TOTAL PERIOD	

Declaration:

I hereby declare that all the statements made by me in the application form are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action.

Date:

Place:

Full Signature of the Candidate

Enclose: -

1. Self-attested Photo Copy of Age Proof Certificate
2. Self-attested Photo Copy Copies of Academic qualifications
3. Self-attested Photo Copy of Computer Educational Certificate
4. Self-attested Photo Copy of Professional/experience(if any)
5. Any other(Pl. specify)
6. NOC from current organization

N.B: The envelope addressed to "The Chairman, Burdwan Municipality, 101, G.T.Road, Burdwan, and Pin-713101" send by hand/ Speed Post/ Register Post/ Courier. Must be super scribed as "Application for the post of _____".
Authority shall not be responsible for any postal delay.