



## Office of the Burdwan Municipality

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

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Memo: 385/ CMDMP(APPT.ASST.ACCT)/2017

Date: 16.10.2017

### Notice For Recruitment

Application are invited from the eligible candidates for recruitment to the post of Assistant Accountant on contractual basis under cooked Mid -day-meal Programme at Burdwan Municipality in the format enclosed herewith along attested photocopies of necessary testimonials in support of his age, service & residence etc.

**1. Post :** Assistant Accountant (MDM) : Consolidated pay of Rs 11000 (Eleven thousands only) per month or difference of basic pay last drawn and pension whichever is less as calculated in term of the FD memo no. 8527F dt. 7.10.05 after the expiry of every English calendar month. However, if the period of contractual appointment falls short of month the remuneration pay bill shall be calculated on pro -rata basis and paid to the employee accordingly.

**Eligibility:** i) Retired Teacher/Retired Govt. Employee /Retired Municipal Employee.

ii) Resident Burdwan Sadar (North & South) Subdivision.

Preference will be given to those who have experience in similar nature of job in Account keeping & School management and have basic knowledge of I.T and computers).

iii) Age: Not more than 65 years as on 1.1.2017.

Wiling candidates are to appear before the Municipal level selection committee at the Walk-in-interview to be held on 06/11/2017 at 11a.m at this office along with the original copy & attested copy of the testimonials. The filled up application forms in the enclosed Performa are also to be submitted.

The appointment will be purely on contractual basis and will be valid for one year from the date of joining the finally selected candidate. The appointment may be terminated by giving one month's side before the stipulated date.

The selected candidate shall not be entitled to claim any regular appointment and also to claim any regular appointment and also claim any compensation for termination of his /her contractual appointment. The authority reserves the right to cancel any application based upon existing rules and orders. The details can be downloaded from our website [www.burdwanmunicipality.gov.in](http://www.burdwanmunicipality.gov.in).

  
Chairman  
Burdwan Municipality

Memo: 385/1(9) / CMDMP (APPT.ASST.ACCT)/2017

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Copy to:

1. The District Magistrate, Burdwan for kind information.
2. The Sub- Divisional Officer Sadar (North), Burdwan for kind information & his kind presence at the scheduled MLSC Meeting.
3. Officer-in-charge, Cooked Mid-day-meal, kind information & his kind presence at the scheduled MLSC Meeting.
4. The S.I of School Primary, Urban-I/II for kind information & wide circulation.
5. Vice-Chairman, Burdwan Municipality, for kind information.
6. Councillour Education, Burdwan Municipality for kind information.
7. Treasury Officer-1, Burdwan for kind information.
8. Post Master, Burdwan Head Post Office, for kind information & wide circulation.
9. Office Noticr Board.

  
Chairman  
Burdwan Municipality

**APPLICATION FOR THE POST OF ASSISTANT ACCOUNTANT OF MID-DAY-MEAL PROGRAMME.**

To  
The Chairman  
Burdwan Municipality.

Sir,

Learning from the notice issued vide Memo No.....Dt.....of the Chairman, Burdwan Municipality. I beg to offer myself as a candidate for recruitment to the post of Assistant Accountant of Mid-day-meal Programme. I agree to abide by the conditions laid down in the Notice. All the information furnished below is true to the best of my knowledge.

**Bio-Data.**

1. Name (in Block Letter) :
2. Permanent Residential Address :
3. Postal Address(Present) -  
(with contact no. Land line /Mobile):
4. Name of the office /School with-  
Address from where retired :
5. Designation of the last post held :
6. Date of Retirement :
7. P.P.O. No. :
8. Date of Birth : DD MM YYYY
9. Age as o 1.1.2017 : Years Months
10. Educational Qualification :
11. Whether any experience in Computer Application : Yes/No
12. Job Profile of past Service ( in brief )

Yours faithfully,

Date:

Place:

( Full Signature of the Applicant)