

# Office of the Board of Councillor

## Naihati Municipality

1, R. B. C. Road, PO. & PS. Naihati Dist. North 24 Parganas.

West Bengal, Pin-743165

### NOTIFICATION

**Employment Notice No.2962/MC-11, Dated:22.02.2016.**

Naihati Municipality invites application to fill up 01 No. Post of Accountant & 01 No. post of DA Cum DEO at CMMU under NULM as sufficient suitable candidates in terms of qualification & experience were not available in response to the earlier advertisement. The qualification and eligibility criteria for the above post will be as follows:

Sl. No.	Name of the Post	Qualification & Experience
1.	Accountant	Bachelor degree in Commerce with at least 3 years experience in working with any organization of the Govt. Society, firm, association etc. The person should have proficiency in Ms - Office (Word, Excel, Power point etc.)
2.	DA Cum DEO	10+2 in any discipline and at least 6 month course in basic computer with at least 2 years experience in working with organization of the Govt. Society, firm, association in Data Entry and related works in relevant field. The person should have proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power point etc.).

- (a) Contractual monthly remuneration for the post of Accountant will be Rs.14000.00/- & for the post of DA Cum DEO will be Rs.12000.00/- Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.
- (b) The upper age limit of the above posts to be engaged in Naihati Municipality on approval of the Govt. will be 18 - 40 years as on 01.04.2015 until further order.
- (c) The candidates mentioning the post on the right hand side of the application may apply to the Chairman, Naihati Municipality, 1, R.B.C. Road, PO. & PS. Naihati, Pin-743165 only by registered post on downloading the **Application Form** from the website ( [www.naihatimunicipality.in](http://www.naihatimunicipality.in) ).The last date of receipt of the **Application Form** is 10<sup>th</sup> March, 2016 up to 3 PM. Those who applied in response to our earlier advertisement, may apply afresh.

*A. Chatterjee*  
23-2-16  
Chairman

Naihati Municipality

# **NAIHATI MUNICIPALITY**

## **APPLICATION FORMAT**

**Employment Notice No.2962/MC-11, Dated:22.02.2016**

To

The Chairman

Naihati Municipality

Naihati, North 24 Parganas.

Please affix here your  
recently taken passport  
size photograph

**For the Post of:.....**

1. Name of the candidate ( in Capital letters):

2. Name of Father/Husband:

3. Postal Address:

4. Date of Birth:

5. Age as on 01.04.2015.

6. Sex:

7. Nationality:

8. Religion:

9. Caste (UR/SC/ST/OBC-A/OBC-B):

10. Contact No:

11. Educational Qualification:

Name of Examination	Year of Passing	Division	% of Marks	Board/University

12. Experience, if any:

13. Others Qualification:

I do hereby certify that all the details stated above are true and that in case any information proves false my candidature will be liable to be cancelled.

Date:

Place:

Full Signature:.....