

OFFICE OF THE
BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR

PH. NO : 03522 – 255450 / 255680 / 256930 / 255649 / 256931 / 255655

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website : www.balurghatmunicipality.org

Memo No. 1419 /G-8(NUHM)

Date 17.07.18

Employment Notice

Applications are invited from the candidates of Balurghat Municipal areas towards recruitment to the post of Group-C (clerk) and Group-D (peon) etc. on purely contractual basis as support staff of UPHC under NHM of Project of Balurghat Municipality.

| Name of post | Vacancy | Remuneration | Qualification | Desirable curricular |
|-----------------|-----------|----------------------|---|---|
| Group-C (clerk) | Total - 1 | Rs. 9000/- per month | Graduate for any recognized university | Computer Knowledge in MS office package, Internet |
| | UREC - 1 | | | |
| Group-D (peon) | Total - 1 | Rs. 5000/- per month | Madhyamik or equivalent from any Govt. recognized Board | Knowledge in reading and writing in Bengali and English |
| | UREC - 1 | | | |

UREC – Un-reserved exempted category.

Age Limit : 18 to 40 years as on 01.06.2018 and relaxation of age for reserve candidates will be allowed as per norms.

Application to be submitted as per specified form in sealed envelop either Register Post or Courier favoring to The Chairman, Balurghat Municipality, Sovo Majumder Sarani, P.O. & P.S. Balurghat, Dist. Dakshin Dinajpur, Pin – 733101 and superscription to be made by the Words "Application for the post of – on the top of the Envelop. One candidate can apply for only one post".

Copies of the following documents with self attestation to be enclosed with the application form for the posts :-

- 1) Certificate of Madhyamik Exam.
- 2) Mark Sheet of Madhyamik (Group-D) and Graduation (Group-C)
- 3) Computer Certificate (Group-C)
- 4) Cast Certificate for both posts.
- 5) Experience Papers for both posts
- 6) Exempted Category for both posts.
- 7) Voter ID (EPIC) for both posts.
- 8) Residential Certificate

No TA, DA will be allowed. The decision of the appointing authority or selection committee will be final. The application should have to be reached to the Balurghat Municipality within 30th July 2018. The recruitment process can be cancelled / postponed / suspended at any time without assigning any reason from the part of municipal authority. The incomplete application will be rejected withtopu intimation to the candidate.

The date of Walk-In-Interview will be communicated in due course.



Chairman
Balurghat Municipality
16/7/2018

Memo No. 1419/1(3)G-8(NUHM)

Date 17.07.18.

Copy for information and necessary action to :-

- 1) The District Magistrate, Dakshin Dinajpur, Balurghat
- 2) The District Information Officer, N.I.C., Dakshin Dinajpur (uploading to the District website)
- 3) The District Information and Cultural Officer, Dakshin Dinajpur, Rabindra Bhawan, Balurghat


Chairman
Balurghat Municipality

Memo No. 1419/2(10)G-8(NUHM)

Date 17.07.18.

Copy for information and necessary action to :-

- 1) The Vice-Chairman, Balurghat Municipality, Balurghat
- 2) Shri Bratamoy Sarkar / Sri Debjit Rudra, MCCI, Balurghat Municipality
- 3) The Executive Officer, Balurghat Municipality
- 4) The Head Clerk / The Accountant, Balurghat Municipality
- 5) Shri Amitava Chanda, Matrisadan, Balurghat Municipality
- 6) The Municipal Notice Board
- 7) The Notice Board of Balurghat Poura Hospital & Matrisadan
- 8) I.T. Section Balurghat Municipality.


Chairman
Balurghat Municipality

To
The Chairman
Balurghat Municipality
Balurghat, Dakshin Dinajpur



Sub : Application for the post of _____

Sir,

I beg to offer my self as a candidate for the post of _____ vide
your Employment Notice No. _____ dated _____ and
details particular furnishing below for your kind action.

- 1) NAME OF THE CANDIDATE :
- 2) FATHERS / HUSBAND NAME :
- 3) DATE OF BIRTH :
- 4) SEX :
- 5) CORRESPONDENCE ADDRESS :
- 6) PERMANENT ADDRESS :
- 7) NATIONALITY :
- 8) MOBILE NO. :

9) CATEGORY

| SC | UR | UREC |
|----|----|------|
| | | |

9) EDUCATIONAL QUALIFICATION

| Sl. No | Name of the Examination | Year of passing | Stream | Name of the Board / University | Full Marks | Marks obtained | Percentage |
|--------|-------------------------|-----------------|--------|--------------------------------|------------|----------------|------------|
| 1. | Madhyamik / Equivalent | | | | | | |
| 2. | Higher Secondary | | | | | | |
| 3. | Graduation | | | | | | |

10) EXPERIENCE

11) COMPUTER QUALIFICATION

Certified that the particulars mentioned in the application form are correct and true to the best of my knowledge and belief. In the event of any information is being found false / incorrect or ineligibility being detected before or after recruitment, my service may be terminated without notice.

Thanking you,

Yours faithfully,