



OFFICE OF THE MUNICIPAL COUNCILLORS OF BANSBERIA

Rudra Main Road , P.O.- Bansberia , Dist.- Hooghly , West Bengal , PIN - 712502

Ph. No.- (033)-26346324, Fax No.- 033-26346806, e-mail: bansb_04@yahoo.com



Dated: 15.12.2017

Notice of Vacancy

Employment Notice No.: **BM/CLC/01/2017**

Dated: **15.12.2017**

Application in the “Prescribed Format” is invited from Indian citizens for appointment to the post of (1) **City Livelihood Centre-Manager** (1 Number) and (2) **Computer Operator cum Office Assistant** (1 Number) under DAY-NULM project of Bansberia Municipality, Dist, Hooghly. The appointment is purely contractual with a monthly remuneration of Rs. 7,000/- (Seven Thousand) for the post of serial number 1 and Rs. 5,000/- (Five Thousand) for the post of serial number 2 with engagement period of initially one year on subsequent renewal after every one year based on satisfactory performance appraisal. **The Walk –in-Interview will be held on 28.12.2017.** All Eligible Candidates are requested to report at Municipality Office with 10:00 A.M. on above mention date with two sets of self attested Photo Copy of all original testimonials and experience certificates as well as self attested 2 copies of recent passport size photos. The required qualifications are given below.

Sl No.	Name of the Post	Qualification/Experience
1.	City Livelihood Centre-Manager	<ul style="list-style-type: none">➤ Number of vacant Post - 1(One)➤ Educational Qualification & Experience At least Graduation Degree from any University recognized by U.G.C. Preference will be given to candidates processing proficiency in the Operation of Computer
2	Computer Operator cum Office Assistant	<ul style="list-style-type: none">➤ Number of vacant Post - 1(One)➤ Educational Qualification & Experience At least Madhyamik passed from any Board recognized by Government and competence in working with MS Office and Internet Application.

Terms and conditions are noted below:-

1. The upper age limit will be 40 years as on 01/12/2017.
2. Candidates must furnish the self-attested photocopies of all testimonials and certificates issued by the competent authority along with application.
3. **Candidates brings application in the prescribed Format to be downloaded from the Website : www.bansberiamunicipality.org in A4 size paper:**
4. Candidates should enclose **Self – attested photocopy** of the age proof certificate with the application.
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 forms as “Application for the post ofunder DAY-NULM”.
6. The venue of the Interview: **Bansberia Municipality, P.O. – Bansberia, Dist. – Hooghly, Pin – 712502, West, Bengal. Time of interview -11.00 A.M. Reporting time -10.00 A.M.**
7. Candidates are requested to view the Website of Bansberia Municipality (www.bansberiamunicipality.org), Notice Board of Bansberia Municipality for further details. The vacancy notice is may also viewed in front of Post Office of Bansberia and in front of State Bank of India, Bansberia Branch.
8. The final panel list of selected candidates will be published on 28/12/2017. Candidates who are not eligible to join immediate should not apply.

Asil
Chairperson,

Bansberia Municipality

Chairperson
Bansberia Municipality

Chiranjit Choudhury