



OFFICE OF THE BOARD OF COUNCILLORS OF
KANDI MUNICIPALITY

P.O. & P.S.- Kandi, Dist.- Murshidabad



Chairman's Chamber : 03484-257345

E-mail : chairmankandimunicipality@gmail.com

Website : <http://kandimunicipality1869.com>

Ref. No.- 490/I-K.M/2020.



Date 24/02/2020

Notice of Vacancy

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement of Specialists / Experts for the following posts for City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) under Kandi Municipality.

Sl No.	Name of Post	Eligibility criteria
01	Manager- Social Development and Infrastructure	No. of Post: One (01) Educational Qualification: Bachelor degree in Social science preferably in Social Work /Rural Development/ Sociology/ Economics/ Management. Experience: 2-3 years practical experience of working in Social Development work with poverty reduction programmes. Other Qualifications: Proficiency with MS Office, Strong Analytical Skill, and Experience of working with Govt. Institutions will be given preference. Fluency of English and Bengali or Local Language. Age: 18-40 years as on 01.04.2016. Remuneration: Rs. 50,000.00 per month.
02	Dealing Assistant- Cum - Data Entry Operator	No. of Post: One (01) Educational Qualification: 10+2 in any discipline and minimum 6 month course in basic Computer. Experience: Minimum 2 years' experience of working with any organization of the Govt. Society, Firm, Association in data entry and related works in relevant field. Other Qualifications: Proficiency with MS Office, e- mailing. Internet operation. Fluency of Bengali or Local Language. Age: 18-40 years as on 01.04.2016. Remuneration: Rs. 12,000.00 per month.
		No. of Post: Two (02) Educational Qualification: 10+2 in any discipline and minimum 6 month course in basic Computer. Experience: 3-5 years' experience of working with community on Social Development.



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03	Community Organizer	Other Qualifications: Proficiency with MS Office, e- mailing. Internet operation. Fluency of Bengali or Local Language. Age: 18-40 years as on 01.04.2016. Remuneration: Rs. 10,000.00 per month.
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Terms and Conditions are noted below-

- Candidates must furnish the self- attested photo copies of all testimonials and certificates issued by the competent authority with application.
- Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
- Candidates should enclose self- attested photocopy of the age prof certificate with the application.
- Self- attested recent passport size photo to be pasted on Application Form and name of the post which applied must be mentioned on the cover of the application and the top of the application form as Application for the post of
- Application should reach by register post on the address of Chairman. i.e. The Chairman, Kandi Municipality, Kandi, Murshidabad Pin 742137. West Bengal.
- Last date and time of submission of application is 7.3.2020 up to 4.00 P.M.
- Candidates are requested to view the website [www. http://kandimunicipality1869.com](http://www.kandimunicipality1869.com) and <http://www.wbsuda.org> for further details.
- One person can apply for a single post only.
- Submission of application through online will not be allowed.




Chairman
Kandi Municipality
Kandi, Murshidabad

7.2 Permanent Address (IN CAPITAL LETTER)

8) Contact number :

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9) Academic Qualification:

Sl No	School/Board/ University/Inst.	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

10) Computer Knowledge :

11) Experience :

Sl No.	Name of the employer	Name of the post	Date of joining	Date of Leaving	Whether the job is temporary or permanent	Type of work done

12) Additional Qualification (if any) :



ADMIT CARD

TO BE FILLED IN BY THE CANDIDATE

Name of the applied for:-

1) Name:-

2) Father/ Husband Name:-

3) Postal address:-

4) Date of Birth:-

Attach passport
size photo

(Self-attested)

Signature of the Candidate

TO BE FILLED IN BY THE KANDI MUNICIPALITY

ROLL NO.

Name of the Examination /Interview Centre with complete address:

Date of Examination/ Interview and time:

Reporting time at the Centre:

Note: Bring all original certificates in support of age, Educational Qualification & NOC from concern Authority, if applicable.

Date:

Chairman
Kandi Municipality
Kandi, Murshidabad