

# UTTARPARA-KOTRUNG MUNICIPALITY

## Notification for engagement of Support Staff at CMMU under NULM in Uttarpara Kotrung Municipality

No:- 1/233

Date: - 01.02.2016

Website:- [www.uttarparamunicipality.in](http://www.uttarparamunicipality.in)

Applications are invited from the permanent residents of Indian Citizens for the 2 Posts of Support Staff at City Mission Management Unit (CMMU) Under National Urban Livelihood Mission (NULM) in the Uttarpara Kotrung Municipality. This matter has been referred to in Memo no:- SUDA=16/2015/524(61)Dated 05/11/2015

### **1. Accountant :-**

- Bachelor Degree in Commerce
- At least 3 years experience in working with any organization of the Government society, Firm, Association, etc.
- Proficiency in MS Office (Word, Excel, Powerpoint)
- Age - 18 to 40 Years as on 01.04.2015
- Remuneration - Rs. 14000/month

### **2. Dealing Assistant cum DEO: - 1**

- 10+2 in any discipline and atleast 6 months course in basic computer
- Atleast two years experience in working with organization of the Government society, Firm, Association in Data Entry and related works in relevant field.
- Proficiency in Internet Operations, E-Mailing, MS Office (Word, Excel, Powerpoint), etc
- Age - 18 to 40 Years as on 01.04.2015
- Remuneration - Rs. 12000/month

**New G. T. Road, Uttarpara, Dist. Hooghly (West Bengal), Pin - 712 258**

Visit us at - [www.uttarparamunicipality.in](http://www.uttarparamunicipality.in)

Mail us at - [cuttarpara@yahoo.com](mailto:cuttarpara@yahoo.com), [uttarparakotrungmunicipality@gmail.com](mailto:uttarparakotrungmunicipality@gmail.com)

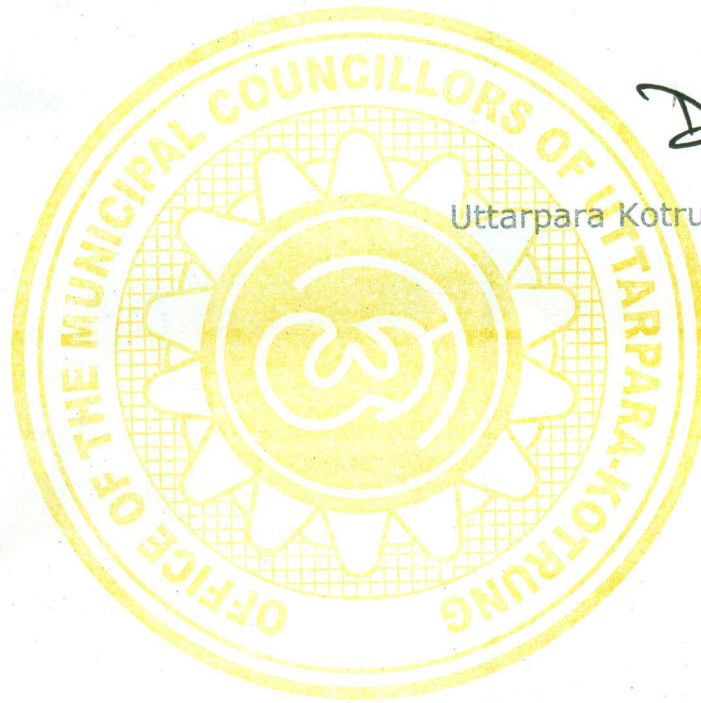
Tele : 2663 4095 / 7298 / 3863 Telefax : 2663 3863 / 7298

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Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.

The recruitment process is to be started and processed immediately. The advertisement may be made as advertised under National Urban Livelihood Mission in, The Times of India, Pratidin and Karmakhetra. After advertisement in the newspapers 15 days time may be allowed for receiving of applications.



*Dilip Kumar*

Chairman  
Uttarpara Kotrung Municipality

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**Prescribed format**

- 1) Name of the candidate(in capital letters):-
- 2) Name of the post applied for: -
- 3) Name of father/husband: -
- 4) Sex(male/female):-
- 5) Date of birth(as per Christian era):-
- 6) Age as on 01.04.2015:-
- 7) Nationality:-
- 8) Religion:-
- 9) Address for communication:-  
(Pin Code must be mentioned)
- 10) Permanent address:-
- 11) Email address:-
- 12) Contact no:-
- 13) Educational qualification:-

Please affix here  
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passport size  
photograph and  
sign across

Name of the Examination	Year of Passing	% of Marks Obtained	Subject	Board/University

14) Other information if any: -

15) Details of relevant work experience(if there is any such candidate): -

SL No.	Organisation/Office	Post Held	From	To	Total Period	Type of Work Performed

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

\_\_\_\_\_  
Full signature