

Office of the Councilor's
DINHATA MUNICIPALITY

No. 1807

EMPLOYMENT NOTICE

Dated, Dinhata, the 31.01. 2017

Applications on prescribed proforma are invited from Indian citizen domiciled in West Bengal for recruitment of 1(one)[Un-reserved] post of "Dealing Assistant cum Data Entry Operator" on contract basis in Dinhata Municipality .

1. Educational Qualification: Must be 10+2 in any discipline and at least 6 months course in basic computer.
2. Experience: At least 2 years experience in working with organization of the Govt. Society, firm, association etc. in data entry and related works in relevant field. Proficiency in internet operations, e-mailing and ms-office (word, excel, power point etc.)
3. Age Limit: Age should be 18-40 years as on 01.01.2017. There is no age relaxation for SC/ST/OBC candidates.
4. Engagement is purely contractual. Initial engagement is for 1 (ONE) years with subsequent renewal based on performance and availability of fund.
5. Remuneration – Rs 12000.00 per month(Consolidated pay).
6. Method of Selection : a) Computer Test -20 marks
b) Interview- 30 marks
c) The selection will be strictly based on result in the computer test followed by interview
7. There is no reservation for SC/ST/OBC candidates.
8. There is no examination fee.
9. Scope of Work: Under "DAY-NULM" scheme of Dinhata Municipality
10. TO WHOM TO APPLY: The application should be submitted in the drop box at Dinhata Municipality office(kept for this purpose) or sent by post in favour of the Chairman, Dinhata Municipality , Po & Ps - Dinhata ,Dist- Cooch Behar , Pin-736135 , so as to reach this office on or before the closing date and time (20.02.2017, up to 5 pm).
11. Candidates should enclose the self attested Xerox copy of relevant certificate mentioned below.
 - i) Copy of Age proof certificate of Madhyamik Admit card .
 - ii) Copy of mark sheet of educational qualification.
 - iii) Copy of photo proof of residence.
 - iv) Copy of computer certificate.
 - v) Copy of Experience Proof certificate.
 - vi) Two recent passport size colour photographs, one is to be pasted on the application form.
 - vii) One self addressed envelope with affixing postal stamp of Rs 30.
12. No TA/DA is admissible for appearing in the test/interview.
13. The Candidate should fill up the application form in his/her own handwriting in English with blue/black ball point pen only. Smudged application may be rejected.


✓ Chairman
Dinhata Municipality

Dinhata Municipality, P.O. +P.S.- Dinhata, Dist.- Cooch Behar, Pin.- 736135

Email:- dinhatamunicipality@gmail.com

To,
The Chairman
Dinhata Municipality
PO. & PS.- Dinhata
Dist.- Cooch Behar
Pin.- 736135



APPLICATION FOR THE POST OF "DEALING ASSISTANT CUM DATA ENTRY OPERATOR"

1. Name of the Candidate : _____
(in Block Letter)
2. Son/ Daughter/ Wife of : _____
3. Full Address :
a) Permanent Address: _____

b) Present Address: _____

4. Mobile/ Telephone No.: _____ E-Mail ID (if any) _____

5. Date of Birth: ____ (DD) ____ (MM) ____ Age as on 01/01/2017 (Y) ____ (M) ____ (D) ____

6. Category (Put a (V) mark): General SC ST OBC

7. Educational Qualification :

Sl. No.	Examination Passed	Board /University	Year of Passing	Total Marks	Marks Obtained

8. Computer Literacy:

Sl. No.	Courses	Name of Institution	Year of Passing	Marks Obtained	Division/ Class

9. Working Experience:

Sl. No.	Name of Organization	Position Held	Total Period of Working	Nature of work

10. Enclosures: _____

I hereby declare that the entire document and all information submitted in this application are true and best of my knowledge and belief.

Date _____
Place _____

-----Signature of the Candidate-----