

OFFICE OF THE :



Phone : 2538-3683 (Direct)

2538-2664 / 0203

Fax : 2538-6442

E-mail : madhyamgrammunicipality@vsnl.net

MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram

Dist. : North 24 Parganas, Kolkata - 700129

Ref.No. MM/Chair/ NULM/2898 /2021-22

Date : 10.01.2022

RECRUITMENT NOTICE FOR ENGAGEMENT AT CMMU UNDER NULM (CONTRACTUAL)

Applications are invited for contractual engagement to the post of Accountant and Community Organiser, the details of which are stated herein below:-

| S.L No. | Name of the Post | No of vacancies | Educational Qualification and experiences | Remuneration |
|---------|---------------------|-----------------|--|--|
| 1 | Accountant | 1 (one) | B.Com, At least 3 (three) years experience in working with any organisation of the Govt./Society/Firm/Association. Proficiency in MS Office, MS Word, MS Excel, Power Point etc.) | Rs.14,000/- (Fourteen Thousand) only per month (all inclusive) |
| 2 | Community Organiser | 1(one) | 10+2 in any discipline, 3 to 5 years experience in working with community on Social development. Proficiencies in internet operations & e mailing & MS Office (MS Word , MS Excel, Power Point etc). | Rs.10,000/- (Ten Thousand) only per month (all inclusive) |

- The engagement is purely contractual. Initial engagement is for 1 (one) year with subsequent renewal based on performance and availability of fund.
- The Age limit is 18-40 years as on 01.04.2021 for all the above vacancies.
- Applications to be submitted in prescribed format shown herein and should reach by Registered Post/Speed Post or may be submitted personally to the Office of Madhyamgram Municipality enclosing all the photocopies of educational qualifications, age proof and experience on or before 28/01/2022.
- Incomplete applications will not be entertained and may be summarily rejected.



Chairperson
Board of Administrators
Madhyamgram Municipality
Chairperson
Board of Administrators
Madhyamgram Municipality

Application Form for the post of (Assistant Accountant)

MADHYAMGRAM MUNICIPALITY

POSITION APPLIED FOR _____

Applicant's Profile

Name of the Candidate

S/o / D/o

Address

State:

Pin

Date of Birth

DD/MM/YYYY

Telephone No.
(with STD Code)

Mobile No.:

E-mail ID:

Category (Mark X)

SC

ST

| Qualification | Main Subjects | Name of the School/ Institute/University | Year of Passing | % of Marks/ Grade |
|---------------|---------------|---|-----------------|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Membership No. issued by ICAI:

Other Qualification (if any):

Work Experience (if any):

I hereby declare that the particulars given above are true and correct. I understand that if any of the particulars are found to be false / incorrect / misrepresented on a later date, my candidature is liable to be cancelled at any time.

Encl * : 1) Self Attested copies of all marks sheets/certificates/testimonials

2) Self Attested copy of Membership Certificate issued by ICAI
3) Curriculum Vitae

Place :

Date :

(Signature of the Applicant)

* mandatory

Affix your recent
Passport size
Photograph and
sign across