



# MAHESHTALA MUNICIPALITY

## MAHESHTALA SOUTH 24 PARGANAS

Phone : 2490-1651, 2490-3389

Fax :- 2490-9296, Email : maheshtalamunicipality@gmail.com

### Notice of Vacancy

Maheshtala Municipality will recruit one Project Manager and one Computer Operator cum Accountant on contractual basis with the provision of subsequent renewal after every one year based on satisfactory performance appraisal for its City Livelihood Centre under West Bengal Urban Livelihood Mission. Walk in interview will be held on 27 January 2017 at Municipality. Reporting time is 10 A.M. Please fill up the attached format and submit with all self attested testimonials on the day of walk-in-interview.

SL. No.	Position	Qualification/experience	Job description	Contract period
1.	Project Manager(1)	Must be graduate preferably with commerce background. MBA would be given preference. Can Speak : English/Hindi/Bengali fluently Experience: Must be having one year experience in project management preferably in govt sector.	<ul style="list-style-type: none"><li>Overall management of the project</li><li>Leading the project team to achieve target</li><li>Develop a detailed project plan to implement, monitor and track progress</li><li>Managing project deliverables in line with the project plan.</li><li>Manage Project budget &amp; resource allocation</li><li>Documentation, report writing.</li></ul>	1 year, to be renewed as per performance
2.	Computer Operator cum accountant(1)	Commerce graduate with basic degree on computer Speak : English/Hindi/Bengali fluently Experience: Must have one year experience in accounting related job in any pvt organization or institution.	<ul style="list-style-type: none"><li>Maintain CLC account and general Data base.</li><li>Prepare monthly accounting report</li></ul>	

**Terms and Conditions are noted below : -**

- The upper age limit of the specialists/ experts to be engaged will be 40 years as on 01.01. 2017
- Contractual monthly remuneration for Project Manager will be Rs. 10,000/- only and Computer Operator cum accountant Rs. 7,000/- only
- Candidates must furnish the self-attested photocopies of all testimonials and certificates issued by the competent authority along with the application.
- For verification, Candidates need to bring all the testimonials in original.
- Candidates should enclose self-attested photocopy of the age proof certificate with the application.
- Self-attested recent passport size photo to be pasted on Application Form.
- Last time for reporting is 12 noon for the Walk in Interview on 27/01/2017.
- The contractual engagement shall not entitle any right of permanent/temporary absorption in the service of Maheshtala Municipality after the contractual terms expire.



6.2 Permanent Address (IN CAPITAL LETTER) :

.....  
.....  
.....

Town/City....., State .....PIN .....

7) Contact Details :

i) Mobile : .....

ii) Residence : .....

iii) E-mail ID : .....

8) Academic Qualification :

Sl. No.	School/Board/University/Inst.	Degree / Diploma	Year of Passing	Duration	Percentage of marks obtained

9) Additional Qualification(If any):

.....  
.....

10) Present Occupation (If any):

a) Designation : .....

b) Name & Address of Employer /Organization : .....

.....

11) Experience :

Sl. No.	Name of the Organisation	Name of the post	Experience		Whether the job is permanent/contractual	Nature of work done	Experience certificate enclosed (Y/N)
			Year	Month			

12) Language Known:

Language	Reading	Writing	Speaking

13) Check List of documents (Put Tick mark in the Box)

Sl.No.	Documents	Y/N	No. of documents enclosed (self-attested Photocopies)
1	Proof of age		
2	Proof of Academic qualification		
3	Proof of work experience		
4	Copies of recent passport size photographs		
5	No objection certificate from the present Employer		
6	Copy of Employment Exchange Card, if any		

**Declaration:** I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary documents in original whenever required.

If any information/details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my engagement shall be liable to be terminated and appropriate legal action shall be taken against me.

Date :

Place :

.....  
Full signature of the Candidate