

UTTARPARA-KOTRUNG MUNICIPALITY

Notification for engagement of support staff at CLC under DAY-NULM in Uttarpara-Kotrung Municipality, Hooghly

Memo No: 1/2639.

Dated: - 19.9.16

Website: - www.uttarparamunicipality.in

Applications are invited from the eligible candidates for purely contractual engagement for the following posts for 1 year along with the provision of subsequent renewal after every one year based on the satisfactory performance appraisal under DAY NULM at Uttarpara Kotrung Municipality :

(1) Manager --CLC

(2) Multi Desk Helper, CLC

The minimum academic qualification, competencies and work experience required for the posts, the range of responsibilities to be discharged and the contractual monthly remuneration are mentioned below:-

1. For Manager, CLC,

a) NO OF POSTS= 1, CATEGORY = UR)

SALARY= Rs 9000.00 only per month consolidated, duration = 1 year and likely to continue depending on satisfactory performance and availability of fund.

b) Qualification= graduate with diploma in computer application or equivalent.(minimum 6 months course)

c) Experience: 2 years in same nature of service (may be relaxed due to non-availability of suitable experience)

d) Age: 18 years to 40 years as on 1.4.16

e) Job description: CLC related works such as co-ordination, marketing, liasoning, reporting, any other work assigned by the authority.

f) Working Hour: 8A.M. TO 8P.M. (Monday to Saturday)

g) Women and local resident preferable

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

Visit us at - www.uttarparamunicipality.in

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2. Multi TASK Helper , CLC

a) NO OF POSTS= 1, CATEGORY = UR)

SALARY= Rs 6000.00 only per month consolidated (plus Rs 1000 fixed PA per month), duration = 1 year and likely to continue depending on satisfactory performance and availability of fund.

b) Qualification= 10 + 2 standard or equivalent with knowledge in computer application


c) Age: 18 years to 40 years as on 1.4.16

d) Job description: Front office management, reception at CLC counter , assisting CLC manager and any other work assigned by the authority.

e) Working Hour: 8A.M. TO 8P.M. (Monday to Saturday)

f) Women & local resident preferable

The applications are to be submitted online. Last date of submission of application is 04/10/2016 upto 05:00 P.M.


Dilip Yadav 19.9.16
Chairman

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