



Office of the Kalyani Municipality

PH : (033) 2582 8455, 9569, 9570

FAX: (033) 2582 8630

City Centre Complex : Kalyani : Nadia : West Bengal : PIN-741235

Memo. No. 184 /KM

Dated : 11/01/2017

NOTICE



Applications are invited for engagement on contractual basis to the following post in Nadia District under Cooked Mid-Day-Meal Programme with initial appointment of 1 year, renewable for further period depending upon performance of the candidate.

1. Municipality Level Post : (Kalyani Municipality)

Sl. No.	Name of the Post	No. of Post	Qualification	Mode of recruitment	Consolidated Remuneration
1.	Assistant Accountant	01 (One)	B.Com	On contract from retired staff with minimum 5 years experience as Accountant in Govt. Offices. Knowledge of Computer (Word & Excel) & Minimum 30 w.p.m. typing speed may be preferred. Age : Should not be above 65 years. N.B. Ex-Serviceman/Retired Defence person are also eligible for the said post.	@ Rs. 11,000/- P.M. or difference between last basic pay drawn and pension whichever is less.

Desiring candidate fulfilling the above criteria should apply in plain paper as per format enclosed (with recent colour photograph of the candidate) along with necessary documents, in support of all experience, place of residence etc. The format is also available in aforesaid Municipality website : www.kalyanimunicipality.org

The applications will be received by the Office of Kalyani Municipality, Nadia, (Cooked Mid-Day-Meal Programme) office at Kalyani Municipality, Kalyani - 741235 up to **27/01/2017** till **4:00 P.M.** Incomplete application or application received after last date & time will be summarily rejected.


Chairman,
Kalyani Municipality
Kalyani, Nadia
Kalyani Municipality

Dated : ----/----/----

Memo. No. _____ /KM

Copy forwarded for information and to place the same in the Notice Board for public intimation :-

1. The District Magistrate, Krishnanagar, Nadia.
2. The Sub-Divisional Magistrate, Kalyani Sub-Division, Kalyani, Nadia
3. The Executive Officer, Kalyani Municipality, Kalyani, Nadia
4. The Vice-Chairman, Kalyani Municipality, Kalyani, Nadia
4. The Finance Officer, Kalyani Municipality, Kalyani, Nadia
5. The Establishment Section, Kalyani Municipality, Kalyani, Nadia
6. The IT-Coordinator, Kalyani Municipality, Kalyani, Nadia

7- 27 To, Sri/Smt., Ward No., Kalyani, Nadia

Chairman,
Kalyani Municipality
Kalyani, Nadia

**Application for Recruitment to the Post of Assistant Accountant in Cooked Mid-Day Meal programme,
Kalvani Municipality, Kalvani, Nadia**

Affix recent
colour passport
size
photograph
(Not more than
3 months)

A) Applying for _____ :: District _____

B) _____ :: Name of Municipality _____

1. Name (In **Block Letters**) _____

2. Father's/Husband's Name _____

3. Sex (Please **Tick** appropriate Box) :: Male Female

4. Address for communication including Block/Municipality & Pin Code ::
 _____ P I N _____

5. Permanent Address ::
 _____ P I N _____

6. Date of Birth (DD/MM/YYYY) :: _____

7. Age as on 01/01/2017 :: _____ Years _____ Months _____ Days

8. a) Date of Retirement :: _____ / _____ / _____
 b) Last Office from where He/She retired _____

9. Category (Please **Tick** appropriate Box) :: Gen SC ST OBC-A OBC-B
 10. Whether Ex-Servicemen (Please **Tick** appropriate Box) :: Yes No

11. Contact No. _____

12. Email-Id _____
 13. Educational Qualification _____

Sl. No.	Examination Passed	Board/University	Year of Passing	% of Marks
1				
2				
3				
4				

14. Other Qualification :: a) _____
 b) _____
 15. Details Knowledge of Computer :: a) _____
 b) _____
 16. Details of Experience :: _____
 17. Any other information :: _____

Declaration:-

"I Sri/Smt. _____ S/D/W of _____ do hereby certify that the information furnished by me hereinbefore is correct and complete to the best of my knowledge and belief. I understand that submission of false information will make my candidature rejected."

Encl :-

Date :
 Place :

Signature of Candidate

The following Self Attested photo copies of all testimonials are attached along with the prescribe application format

- a) Date of Birth,
- b) Educational Qualification,
- c) Computer Qualification,
- d) Details of Experience Certificates