

Office of the Councillors
MATHABHANGA MUNICIPALITY

P.O. - MATHABHANGA ■ DIST. - COOCHBEHAR
(West Bengal)

Employment Notification No.- MM/Estt/1042/2022

Date - 01/09/2022

Applications in prescribed format are hereby invited from the Indian Citizens domiciled in West Bengal for appointment/engagement on purely contractual basis in Urban Health & Wellness Centre (U-H&WC) of Mathabhanga Municipality under XV FC-for U-H & WC of ULB as per detail given below-

Name of the Post	No. of Post	Category of Post	Qualification	Age as on 01.01.2022	Contractual Remuneration (fixed)
Clerical Assistant	01 (One)	Un-reserved	Preferably Graduate having knowledge of Computer in M.S. Office and Internet.	Minimum age 18 yrs. Maximum as per Govt. Rules	Rs. 10,000/- Per month
Cleaning Staff	01 (One)	Un-reserved	M.P. Passed or equivalent.	Minimum age 18 yrs. Maximum as per Govt. Rules	Rs. 5,000/- Per month

Interested candidates may apply to the Chairman, Mathabhanga Municipality in the prescribed format within 15 days from the date of issue of this letter.

Terms & Condition :

1. Candidate should apply in prescribed application form to be downloaded from the official Website of Mathabhanga Municipality - <https://www.mathabhangamunicipality.com>
2. Enclosed Copy of certificates on educational qualification (self attested), Age proof Certificate, Certificate of Computer in M.S. Office and Internet (Only for Clerical Staff), Residential Certificate and Copy of Aadhar Card (Self Attested).
3. Self attested recent pass port size photo (2 copy) to be pasted on specified space (one copy) and another to be stapled on the top of the application form and the name of the Post for which applied for must be mentioned on the envelop of the application and top of the application form as Application for the Post of
4. A self addressed envelope 4" x 8" size with postage stamp of Rs. 5/- only must be enclosed with the application.
5. Application should reach on the following address through postal service or by hand, Address: **The Chairman, Mathabhanga Municipality, B.N. Road, Ward No-03, P.O-Mathabhanga, Dist. - Cooch Behar, Pin- 736146.**
6. **Last date and time of submission of application is 15.09.2022 upto 5.0 p.m** Application reached later shall not be considered under any circumstances.
7. Application submitted found incomplete / defective on scrutiny shall be rejected without further communication to the applicant.
8. Candidates are requested to visit the website <https://www.mathabhangamunicipality.com> of Mathabhanga Municipality for details.

Flow
01/09/2022

Chairman

Mathabhanga Municipality

Chairman

Mathabhanga Municipality
Mathabhanga, Coochbehar

10. ACADEMIC QUALIFICATION :

SL. NO.	BOARD/ COUNCIL/ UNIVERSITY/INSTITUTE.	EXAM PASSED	YEAR OF PASSING	TOTAL MARKS	MARKS OBTAINED	PERCENTAGE	DIVISION

11. COMPUTER KNOWLEDGE :

12. EXPERIENCE (IF ANY) :

13. EMAIL ADDRESS (IF ANY) :

14. LIST OF DOCUMENTS SHOULD BE ENCLOSED (PUT A TICK IN THE BOX) :

SL. NO.	DOCUMENTS	YES	NO
1.	Proof of age		
2.	Proof of Academic qualification		
3.	Proof in support of Category (if any)		
4.	Copy of Aadhar Card		
5.	Copies of recent Passport size photo		
6.	Proof of Computer Certificate (in case of Clerical Assistant)		

I do hereby declare that all the information furnished by me are true to the best of my knowledge and belief. Incase any of them is found false / defective subsequently my candidature shall liable to be cancelled.

Place:

Date:

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Full Signature of the Candidate