OFFICE OF THE DISTRICT MAGISTRATE, HOOGHLY
P.O. CHINSURAH :: DIST. HOOGHLY

Memo No. : 889/H2P  Dated : 06.09.19

NOTICE

Applications are invited for engagement of below mentioned posts purely on contract basis under DPMU (District Project Management Unit) for BAY (PMAY-G) on fulfillment of the following criteria:-

1. Name of the post – Technical Assistant
   A. Educational Qualification :- Diploma in Civil Engineering.
   B. Remuneration :- Rs.18,000/- per month.
   C. Number of Vacancies :- 01

2. Name of the post – Data Entry Operator
   A. Educational Qualification :- Graduate with Diploma course in Computer application.
      Computer typing speed 30 words per minute and
      Knowledge of Windows, Word, Excel, Powerpoint, Internet.
   B. Remuneration :- Rs.11,000/- per month.
   C. Number of Vacancies :- 01

Age for all of the above posts :- Not be more than 40 years as on 01/01/2019.

Mode of Engagement :- The Engagement shall be for a period of one year purely on contractual basis. The authority may renew the contract after each year. The contract may be terminated either side after serving a notice for one month.

Mode of Examination :- Engagement shall be based on Written Test/Viva-Voce.
A Skill Test will be held for applicants for posts of Data Entry Operator.

GENERAL INSTRUCTIONS

✦ Application papers in sealed envelope with filled in prescribed proforma along with two copies of recent passport size photographs, self attested copies of documents supporting academic qualifications, experience, if any, Date of Birth, Residential Status (Ration Card/EPIC/Aadhaar etc) must be submitted before 4 pm of the last date of submission of the application form, i.e., 16.09.2019 at the Box placed at the BAY Cell of Hooghly District, situated at the New Building of Hooghly Zilla Parishad (2nd Floor) Before the final selection, the candidates have to submit the certificate in original in support of their claim –

DATE OF EXAMINATION

✦ Date of Written Test/Viva-voce will be communicated to the candidate through e-Mail /Mob No provided by the Applicants.
GROUND OF REJECTION OF APPLICATION FORM

- Application received through online shall be entertained. No application shall be received after 5.30 p.m. of the last date i.e. 16.09.2019
- Application incomplete in any respect shall be rejected.
- If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his/her candidature shall summarily be rejected.
- Any attempt of furtherance of candidature or application by communication, influence or other unfair means can lead to disqualification of candidature and rejection of application.

Sd/-
District Magistrate, Hooghly
To
The District Magistrate, Hooghly

Sub: Application for appointment to the post of .................... BAY(PMAY-G) Cell
(Contractual/Temporary basis) of Hooghly Zilla Parishad.

Sir/Madam,

In pursuance of your advertisement, I beg to offer myself as a candidate for engagement to the
post mentioned above. My particulars are given below in the prescribed proforma –

1) Name (In Block Letters) : ..................................................

2) Father/Husband’s Name (In Block Letters) : ..................................................

3) Postal Address : ..................................................

4) Telephone Number (Mobile / Land) and e-Mail : ..................................................

5) Date of Birth : ..................................................

6) Age as on 01.01.2019 : ..................................................

7) Educational Qualification : ..................................................

8) Name & Address of erstwhile Employer : ..................................................

9) Special Working Experience if any : ..................................................

Yours faithfully,

Date :
Place :

Full Signature of the Applicant