

**OFFICE OF THE MUNICIPAL COUNCILLORS OF SANTIPUR MUNICIPALITY**  
**N.S.ROAD ,SANTIPUR, NADIA**

Employment Notice No.....NUHM/1/15-16

Dated:- 05.02.2016

Application in plain paper is invited from the eligible candidates for purely contractual engagement of Support Staff for the following posts for Urban Primary Health Centre (U- PHC) under National Urban Health Mission (NUHM) for maximum Period of one year along with the provision of subsequent renewal based on satisfactory performance and availability of fund under NUHM under Santipur Municipality.

Sl. No	Name of the post	Qualification/Experience/Age/Remuneration
1.	Clerk(L.D.C)	a) No. of posts : One b) Educational Qualification : Graduate c) Knowledge of Computer in MS- Office & Internet d) Age – 18-40 years as on 01.10.2018 e) Remuneration : Rs. 9000/- per month consolidated
2.	Class- IV Staff	a) No. of posts : One b) Educational Qualification : Madhyamik pass or equivalent c) Age – 18-40 years as on 01.10.2018 d) Remuneration : Rs. 5000/- per month consolidated

Terms and Conditions are noted below :

1. Candidates must furnish the self – attested photo copies of all testimonials and certificates issued by the competent authority along with application.
2. Candidates should apply in plain paper (typed/hand written) with complete Bio-Data.
3. Candidates should enclose self-attested photocopy of the age proof, educational qualification certificate with the application.
4. Self attested recent passport size photo to be pasted on application Form and name of the post for which applied must be mentioned on the cover of the application and at the top of the application form as "Application for the post of ....."
5. Candidates must enclose two copies of recent passport size photo with the application.
6. Candidates must enclose one self addressed envelope having size 11cm.X 25cm. affixing postage stamp for Rs.40/- with the application.
7. The Candidates, who do not have the required academic qualification, need not apply. Applications received from the Candidates not having the minimum academic qualifications will be summarily rejected.
8. The Candidates must be ready to work anywhere as per needs of the Department and must be people – friendly and having serving attitude and capacity to work in a team and on project mode. Those unable to join immediately after selection need not apply.
9. The application must contain Full Bio-Data of the Candidate. Incomplete application will be summarily rejected.

10. Decision of the competent authorities in project shall be final in the matter of selection of eligible candidates. Authority reserves the right to cancel all/any application without assigning any reason. Canvassing in any manner will be treated as disqualification of candidature.
11. No TA/DA will be paid to the candidates for appearing the written test/viva voce, etc.
12. One applicant should apply for one (single) post only & if any one applies for both the posts, his/her applications will be summarily rejected for both the posts.
13. The application should be submitted in sealed envelop supercribing on the envelop the name of the Post applied for and to be dropped in a sealed box which will be kept in the Office of the Santipur Municipality on every working day from 29.10.2018 to 05.11.2018 during 11.00am to 4.00 pm and on Saturday from 11.00 am to 1.00 pm.
14. No application will be received by post or any other means.
15. Candidates are requested to view the website of Santipur Municipality for further details ([www.santipurmunicipality.in](http://www.santipurmunicipality.in))
16. Last Date for submission of Application is 05.11.2018 up to 4.00 pm.



Chairman  
Santipur Municipality