

DHANBAD MUNICIPAL CORPORATION, DHANBAD

NOTICE

Recruitment of two posts under SJSRY in Dhanbad Municipal Corporation, Dhanbad.

Advertisement No. 01/13-14

Last Date for application- 20.06.2013

Dhanbad Municipal Corporation, Dhanbad invites applications from suitable candidates for two posts in Corporation on contractual basis. The applicants are requested to send their application in the prescribed format, through registered post or speed post or by hand to the office of Dhanbad Municipal Corporation at Bank More, Dhanbad, 826001. The Last Date of submission of application is 20.06.2013 till 5.00 p.m. The application received after last date shall not be considered. Details of posts wise vacancy is given below: -

Sl. No.	Name of the Post	Total no. of Posts	Remuneration
1	Town Project officer	01	21000.00
2	Office Assistant-cum-Accountant	01	10000.00

The minimum age shall be 21 years for all posts.

The minimum qualification and Desirable qualification for two posts are given below: -

Sl. No.	Name of the Post	Numbers	Remuneration	Minimum Qualification	Desirable Qualification
1	Town Project officer	01	21000.00	MBA/Graduate with Social Work/ Sociology/Psychology	Minimum three years of Job experience.
2	Office Assistant - cum- Accountant	01	10000.00	Graduation with Commerce/Mathematics/ Economic. Diploma in computer Applications.	Experienced in Tally with minimum two years of Working Experience.

Eligibility conditions & Application form can be seen and download on website of Dhanbad i.e. www.dhanbad.nic.in or in the office of Municipal Commissioner, Dhanbad Municipal Corporation, Dhanbad.

Sd/-
Municipal Commissioner,
DMC, Dhanbad

Memo No730...../ Date2-6-2013.....
Copy to - Mr. Mahendra Narayan Singh, NIC, Dhanbad. Section for uploading & necessary action.

3.6.2013
Municipal Commissioner,
DMC, Dhanbad



DHANBAD MUNICIPAL CORPORATION, DHANBAD

Bank More, Dhanbad - 826001

Phone No. - 0326-2301925, Fax No. - 0326-2306366

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Eligibilities & Conditions: -

1. Applicant must clearly mention the name of the applied post on the top of the envelop.
2. The candidates may apply for more than one post but for each post separate application shall be submitted.
3. Candidates must enclose self addressed envelop with affix suitable postage stamp of Rs. 39/-.
4. The appointment is purely contractual in nature. The candidate will not make any claim for regularization in future.
5. The candidate should attach a self attested copy of certificate/Mark sheets in support of Essential as well as desired qualification, age, caste, residence, etc.

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6. An additional passport size photo will be attached with application form.
7. All applicants must furnished an affidavit along their application showing the candidate is neither convicted in any criminal case nor any criminal case is pending against him/her. If any the details thereof must be furnished.
8. Initially the candidate will be appointed for two years. Based on the mid term assessment by the recruitment committee contract may be renewed for next one year. After that depending upon the satisfactory performance and organizational need, the committee may renew the contract as per the State Govt. rule and regulations. Otherwise the contract will deem to be terminated.
9. The selected candidate if desire so may resign from his/her post on one-month prior information to his appointing officer will reserve the right to discharge the officer from contract with one-month prior notice or by paying one-month emoluments if necessary. However the appointing authority will be free to terminate the contract of such official whose performance is found unsatisfactory of on proven misconduct or in violation of Rule/Regulation of the organization/Government at any time.
10. Details of posts, number, application form and other information may be downloaded from website of Dhanbad District (www.dhanbad.nic.in).
11. Only such candidates who fulfill the prescribed minimum qualification and desirable qualification will be shortlisted and called for interview.
12. The List of applicants to be called for interview will be displayed at notice board of Corporation and on the website of Dhanbad District.
13. No TA/DA shall be paid for appearing in Interview.
14. Besides ability and qualifications physical fitness of candidates shall also be taken into account.


3.6.13.
Municipal Commissioner,
Dhanbad.

Format for Application

Passport
Size
Photograph

1. Name of the post applied for:
2. Name of Applicant (in capital letters):
3. Father/ Husband's Name (in case of married women):
4. Date of Birth (only valid proof of age i.e. Birth certificate Issued by competent Authority will be accepted):
5. Permanent Address :
6. Address for correspondence:
7. Category (SC/ST/OBC others):
(Attach certificate issued by the competent authority)
8. E-mail ID :
9. Contact Telephone No. :
10. Educational Qualification (Attested Photo copy of certificate to be enclosed)
(If CGPA card is produced for educational qualification, then along with marks sheet the conversion chart shall also be produced).

Education	Name of the Qualification/ Degree	Year of Passing	Name of Institute and Address	Board/ University	Subjects Taken	Percentage of Marks Obtained/ Class
10th Matriculation						
Intermediate						
Graduation						
Post Graduation						
Any other Qualification						

Add extra pages if required

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11. Work Experiences (attach attested Photocopy of certificates):

Name of Post	Institute/ Organisation	Experience (mention dates)	
		From	To

12. Any Special relevant Qualification/ Experience to the post applied for:

13. Computer Knowledge :

Declaration

It is certified that all the above information furnished by me is true to the best of my knowledge. If any information given in this application is found to be false before or after selection, my candidature may be cancelled.

Place:

Date:

(Name and Signature of the Candidate)

No objection certificate:

This is to certify that Shri..... S/o
Designation Pay-scale is an employee
of Organisation/Corporation/Board.
No departmental proceeding/criminal proceeding is pending against him. He is of good character and if
he is appointed then organisation/corporation/Board has no objection and will relieve him.

Director/Head
Organisation/Corporation/Board
(with official seal)

Dr