



Office of the
Asansol Municipal Corporation
Dr. G.R. Mitra Sarani, P.O. -Asansol
Paschim Bardhaman :: West Bengal :: Pin 713 301

EMPLOYMENT NOTICE

101/XIII-2(a)/es/14e

DATED

18.4.18

Applications in the "Prescribed Format" are invited from the eligible candidates for engagement of **Data Entry Assistant** for Vector Borne Disease Control Programme (Dengue), 2018 under **NVBDCP Project** with reference to No. HS-263/2017 and Order No. 2403-(Sanction)/HF/P/P&B/PHP/2M-05/2012 Dated 22.03.2018 of the Deptt. of Health & Family Welfare (PHP Branch), Government of West Bengal.

Name of the Post	Upper Age Limit	No. of Posts	Eligibility Criteria	Remuneration
Data Entry Assistant	40 Years as on 01.01.2018	48	Passed Higher Secondary or equivalent examination. and Diploma in Computer Application (at least 6 months course).	Rs. 75/- per day

A Walk-in-Interview cum verification of testimonials/Certificates will be held on 24th April, 2018 from 11.00 a.m. at the Head Office of Asansol Municipal Corporation at Dr. G.R. Mitra Sarani, Asansol, Paschim Bardhaman, PIN 713301.

No separate Call letter will be issued to intending candidates for Walk in Interview.

Terms and Conditions are noted below :

1. Governed as per Order No. 2403-(Sanction)/HF/P/P&B/PHP/2M-05/2012 Dated 22.03.2018 of the Deptt. of Health & Family Welfare (PHP Branch), Government of West Bengal.
2. The initial period of engagement (25 rounds of House to House Survey and Vector Control Measures) is up to March, 2019 and it may be renewed for further period depending on the extension of the programme from the Govt. and satisfactory performance of the candidate.
3. Selected Candidates will be posted in any of the UPHCs/RCHs under Asansol Municipal Corporation area.
4. At least 2 (two) months' notice should be given in case of any unwillingness or resignation from service.

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5. The applicants must be permanent resident of West Bengal.
6. Candidates must enclose self attested photocopy of AGE PROOF certificate with the application.
7. Candidates must furnish self attested photocopies of all testimonials and certificates issued by the competent authority with the application.
8. Candidates should apply in the prescribed application form to be downloaded from the website in A-4 size paper.
9. Candidates must submit self attested two recent passport size colour photographs (one copy to be pasted on the application form and other copy to be stapled with the application form).
10. One self addressed envelope with requisite stamp affixed on the envelope should be enclosed with the application form.
11. Application should reach on the following address –

To the Secretary, Asansol Municipal Corporation, Dr. G.R. Mitra Sarani, PO-Asansol, District – Paschim Bardhaman, PIN 713301 on any working day during office hours within the last date i.e. 24.04.2018 upto 10.00 am or during walk in interview to be held on 24.04.18.

Application may be sent by post or dropped at the DROP BOX kept at the Head Office of Asansol Municipal Corporation at Dr. G.R. Mitra Sarani.

12. Candidates are requested to view the website of Asansol Municipal Corporation (www.asansolmunicipalcorporation.org) for details.
13. For further details Secretary, Asansol Municipal Corporation may be contacted (Telephone- 0341-230 9479).
14. The Selection Committee of above posts of Asansol Municipal Corporation reserves the right to rectify the errors and omissions if any, in the process of holding the examination and final declaration of results.
15. A panel will be prepared for posting in future vacancy if any within next one year.

N.B. : Original certificates have to be produced as and when asked for. Incomplete application or application with defect in any respect or without requisite documents will be summarily rejected. Candidates shall be responsible for whatever information is furnished in their application. If any of the information/statement made by a candidate in the application form be subsequently proved to be false or cannot be proved by him/her, his/her candidature will be liable for rejection.



Commissioner
Asansol Municipal Corporation

Memo No. 101/XIII-2(a)/CS/AMC

Dated : 18.4.2018

Copy forwarded for kind information to –

1. The Mayor, Asansol Municipal Corporation.
2. The District Magistrate, Paschim Bardhaman.
3. The Chief Executive Officer, ADDA



Commissioner
Asansol Municipal Corporation

Memo No. 101/XIII-2(a)/CS/AMC

Dated : 18.4.2018

Copy forwarded for information with a request to display on his Office Notice board to :

1. The CMOH, Paschim Bardhaman.
2. The Sub-Divisional Magistrate, Asansol Sadar.
3. The NDC, Paschim Bardhaman.
4. The Health Officer, Asansol Municipal Corporation.
- ✓ 5. The IT Coordinator, Asansol Municipal Corporation for posting in AMC website.
6. The OS, Asansol Municipal Corporation for posting in Office Notice board and publish in two local daily newspapers for one day.



Commissioner
Asansol Municipal Corporation

**APPLICATION FOR THE POST OF DATA ENTRY ASSISTANT
UNDER ASANSOL MUNICIPAL CORPORATION UNDER NVBDCP PROJECT
(CONTRACTUAL)**

1. Name of the Candidate : _____
2. Father's / Gurdian's Name : _____
3. Date of Birth : ____ / ____ / ____ (DD/MM/YYYY)
4. Sex (Male / Female) : _____
5. Address for Communication : _____



Village/ Town : _____ Post Office : _____

PS : _____ Pin : _____

District : _____

6. Mobile No. : _____
7. E-Mail ID (if any) : _____
8. Academic Qualification: (Self attested copy of mark sheets to be submitted)

Examination	Board/University	Year of Passing	Full Marks	Marks Obtained	% of Marks	Remarks
Madhyamik						
Higher Secondary						

9. Other Experience (if any) :
(must submit copy of appointment letter and experience certificate)

Sl. No.	Name of the Organization	Designation	Type of work	Year of Experience

Declaration

I hereby solemnly declare that information furnished above are based on material records and are true to the best of my knowledge and believe. If any information furnished or any part of it is found to be false / incorrect then I understand that my candidature for the above post shall be liable to be cancelled without any further information to me.

Date :

Place :

Signature of the Applicant