

# UTTARPARA-KOTRUNG MUNICIPALITY

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## NOTICE

Memo no-793

Date-21.02.2019

Notification for engagement of 'Accounts Assistant' on contractual basis (consolidated pay) in Uttarpara Kotrung Municipality.

Application are invited from the permanent residents having Indian Citizenship for 2(two) posts of 'Accounts Assistant' in Uttarpara Kotrung Municipality.

### Terms & conditions:

1. Bachelor Degree in commerce (Higher education will be preferred).
2. Experience will be given priority.
3. Computer Knowledge in word ,Excel, power point, Internet, Tally or any other accounting package.
4. Age 18 to 40 years as on 01.01.2019.
5. Salary –Negotiable, as decided by the authority.
6. Please download the Application Form and filled the same with capital letter.
7. paste passport size colour photograph in proper space of the application.
8. Engagement is purely contractual basis. Initial engagement is for one year with subsequent renewal based on performance basis.
9. All relevant documents related to the application attached with (self attested photocopy) be submitted to the office of the chairman with in 07.03.2019.
10. Help Line-9831246890,9674672338,8240000726.



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Chairman

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New G. T. Road, Uttarpara, Dist. Hooghly (West Bengal), Pin - 712 258

Visit us at - [www.uttarparamunicipality.in](http://www.uttarparamunicipality.in)

Mail us at - [cuttarpara@yahoo.com](mailto:cuttarpara@yahoo.com), [uttarparakotrungmunicipality@gmail.com](mailto:uttarparakotrungmunicipality@gmail.com)

Tele : 2663 4095 / 7298 / 3863 Telefax : 2663 3863 / 7298

## **Application Format for the Post of Accounts Assistant**

**(Application must be filled in capital letter)**

**Name of the Applicant :-**

**Father's Name :-**

**Mother's Name :-**

**D.O.B :-**

**Sex :-**

**Nationality:-**

**Caste:-**

**Religion:-**

**Present Address:-**

**Permanent Address:-**

**Email Id:-**

**Contact No. :-**

**PASSPORT SIZE**

**COLOUR**

**PHOTOGRAPH**

**ACADEMIC DETAILS:-**

<b>SL. NO.</b>	<b>QUALIFICATION</b>	<b>YEAR OF PASSING</b>	<b>NAME OF BOARD/ UNIVERSITY</b>	<b>TOTAL MARKS</b>	<b>MARKS OBTAINED</b>	<b>% OF MARKS</b>

**Professional Qualification:-**

**Computer Knowledge:-**

**Experience if any:-**

**Declaration:-** I declare that all information mentioned above are true in best of my knowledge. If any of the above information is seemed wrong, the application may be cancelled.

**Date:-**

**Place:-**

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**(Signature of candidate)**