

OFFICE OF THE ASANSOL MUNICIPAL CORPORATION

Employment Notice.. 002 - PA

Dated... 21-01-17

Application in the plain paper is invited from the eligible candidates for purely contractual engagement of Accountant purely on temporary basis as mentioned below

Sl No	Name of the Post	No of Post	Qualifications & Experience	Salary
1.	Accountant	2(two)	B.Com (Hons) preferably Cost/Charter Accountant (Inter) passed having experience in Accounts for 2(two) years.	Rs. 20,000/(Rupees twenty thousand only) P.M

Terms & conditions are noted below ;

- 1) Upper age limit of the candidate will be 40 (forty) years as on 1-4-2017
- 2) Contractual monthly remuneration for each post will be Rs. 20,000/- (Rupees twenty thousand only)
- 3) Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the Competent Authority with application.
- 4) Candidates should apply in the prescribed Application Form to be down loaded from the website in A-4 Size paper
- 5) Candidate should enclose self attested photo copy of the age proof certificate with the application
- 6) Self attested two recent pass port size photo(one copy to be pasted on Application Form and the other copy to be stapled with the application form) and name of the post for which applied must be mentioned on the cover of the application and top of the application form as " Application for the post of One self addressed envelop with requisite stamp affixed on the envelope should be enclosed with the application form.
- 7) Application should reach on the following address :-
To the Secretary, Asansol Municipal Corporation, Dr. GR Mitra Sarani, PO Asansol, Pin-713301 Dist. Burdwan, West Bengal **on any working day during office hours within the last date mentioned in the advertisement (30-01-2017 up to 2.00 PM)**
- 8) Last date of submission of application is **30-01-2017 upto 2.00 PM**
- 9) **For details this office website www.asansolmunicipalcorporation.org**

N.B :- Original certificates have to be produced whenever asked for. Incomplete application or applications with defect in any respect or without requisites documents will be summarily rejected. Candidates shall be responsible for whatever information is furnished in their application. If any of the statements made by a candidate in the Application Form be subsequently proved to be false or can not be proved by him/her, his/her candidature will be liable for rejection.

APPLICATION FOR THE POST OF ACCOUNTANT

Space for photograph

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1, Name in capital letters	
2. Fathers' name	
3. Address (a) Temporary (b) Permanent	
3. Date of birth	
4. Educational Qualification with percentage of mark in MP/HS/Graduation/ Cost Accountant/ Charter Accountant	
5. Experience	
6. Other qualification, if any	
7. Mobile Number	

Full signature.....

Date.....