

Advertisement No. 08-/Kolkata City NUHM Society / 2021-22. Dated. 18.11.2021

Applications are invited for engagement on contractual basis for the post of **Accounts Assistant** under Kolkata City NUHM Society.

NAME OF THE POST: Accounts Assistant (contractual basis)

NO. OF VACANCIES:

Category	Number of post
UR	1
Total	1

ELIGIBILITY CRITERIA :-

i) **Educational Qualification:-**

Graduate with Commerce Background from any recognized university and having Diploma / Certificate course in Computer Application from any recognized institution.

ii) **Technical Knowledge:-**

Knowledge of computers in MS Word, MS Excel, MS Power Point, Internet and Tally Software is essential.

iii) **Working Experience:-**

Minimum 1 years experience in Government Sector or 2 years experience in Private sector in accounting job.

iv) **Age Limit:-**

40 years or less as on the 1st day of January, 2021.

FURTHER INFORMATION:-

- Place of posting: KMC CMO Building.
- Remuneration: Rs 26000/- per month
- Candidates applying for the post should have the requisite qualification and experience as on last date of application.
- As the position of the Accounts Assistant, Kolkata City NUHM Society is District specific, applicants for **Kolkata District** must be a permanent resident of the same District.

MODE OF SELECTION:

It would be a 2(two) stage selection process. Candidates will be shortlisted on the basis of academic qualification in the ratio of 1.5. Shortlisted candidates would have to appear for both the computer test and interview. Final selection will be made on the basis of total marks obtained in academic qualification, computer test and interview. If the marks obtained are equal then preference is to be given to the candidate inter se senior in age as on 1st day of January, 2021.

The distribution of marks on the academic qualification together with the weightage assigned, computer test and interview will be as follows.

Academic Qualification: 45 Marks.

➤ For Class 10 or equivalent	:	10 marks (proportionate marking i.e. % obtained in the exam x10/100)
➤ For Class 12 or equivalent	:	15 marks (proportionate marking i.e. % obtained in the exam x15/100)
➤ For Graduation	:	20 marks (proportionate marking i.e. % obtained in the exam x20/100)
➤ Computer Test (MS-Word, MS-Excel, MS- Power Point, Internet and Tally software)	:	30 Marks
➤ Experience	:	10 Marks (6marks for essential experience in Government Sector and 3 marks in private sector and for every additional year proportional marking upto 10 will be given)
➤ Interview	:	15 Marks
Total	:	100 Marks.

The eligible candidates are requested to submit their application in a sealed envelope addressed to "Chief Municipal Health Officer/Secretary, Kolkata City NUHM Society " **CMO Bldg, 5, S.N. Banerjee Road, Kolkata - 700013**, The sealed envelope should be submitted in the **drop box** in front of room no 254, 2nd floor of CMO Bldg. Within 22.11.2021 to 27.11.2021. The timing of submission of application from Monday to Friday 11.30. a.m. to 4.00 pm. and Saturday: 11.30am-2.00 pm. Candidates will not be allowed to queue after 4.00pm/2.00pm. No application will be received by post/courier.

After scrutiny, list of the eligible candidates will be uploaded in our website and venue & date of Computer Test and Interview will also be published in that list.

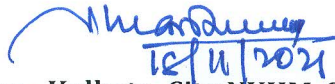

Secretary - Kolkata City NUHM Society

Secretary
Kolkata City NUHM Society



18/11/21
Nodal Officer
Kolkata City NUHM Society

The General Information and necessary Instructions for the Applicants
/ Candidates are as follows:

- a. Application forms not properly filled in or incomplete Application forms are liable to be cancelled. The candidature will also not be considered if the documents required for the post are not submitted along with application.
- b. The Essential Qualifications mentioned are the minimum and mere possession of the same does not entitles the candidate to claim selection. All the essential qualifications must be completed on the date of submission of application.
- c. The application and self attested photocopies of other necessary documents as mentioned below should be arrange in the following order at the time of submission of application.
 - All mark sheets & pass certificates of the essential academic qualification i.e. Graduation & others from a recognized Board/Institute or its equivalent.
 - Computer course certificate.
 - Experience Certificate
 - Age Proof of Certificate (Madhyamik or equivalent examination certificate)
 - Proof of Address (Passport or Voter ID or Aadhaar ID)
 - Filled in application format duly signed
- d. The originals of each of the documents stated above must be brought at the time of Interview / Computer Test for verification
- e. No rounding off of marks will be granted. Proportionate marking up to 2 decimal points will be considered.
- f. The decision of the competent authority regarding the engagement will be final .
- g. The Kolkata City NUHM Society reserves the right to change/modify any/all of the above conditions.


12/11/24
Secretary - Kolkata City NUHM Society

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Kolkata City NUHM Society


18/11/24
Nodal Officer
Kolkata City NUHM Society

Kolkata City NUHM Society
5, S.N. Banerjee Road
Kolkata - 13

Photo
Attach

Self Signature

Application Format for the post of Accounts Assistant

1. Name in full (Block Letters):
2. Guardian's Name:
3. a) Date of Birth according to Madhyamik:
Or equivalent examination certificate:
b) Age as on 01.01.2021:
4. Are you physically handicapped?
6. Postal Address (in Capital Letters) to which Communication should be sent (mentioning PO, Sub-Division, District, Pin Code)
7. Contact No.
8. Email Id :
9. Permanent address (in capital letters):
10. a) Whether citizen of India, write Yes or No:
b) Whether a natural citizen of India or citizen by registration
11. Educational/Qualifications

Name of the Exam	Name of the Board/University	Full Marks	Marks Obtained	% of Marks	Division/Grade	Year of Passing

12. Professional / Other Qualifications or Specialization:

Name of the Exam	Name of the Board / University	Registration No	Full Marks	Marks Obtained	% of Marks	Year of Passing

Details of Experience(if any):

Declaration

I do hereby declare that all the statements given above by me are true and correct in all respect. If any statement found false at the time of examination/interview or after my appointment then my candidature will liable to be cancelled or my service will terminate automatically.

Place :

Full Signature of the candidate

Date :