



SILIGURI MUNICIPAL CORPORATION

P.O. SILIGURI, DIST. DARJEELING (W.B.), ☎ 2432804, 2435444, 2433277, 2433744, 2435282, 2536311

Memo no.....57/Estt./SMC

Date...07/05/2022

Notice

Applications are invited for the post of **Dealing Assistant cum Data Entry Operator (DA cum DEO)** from the eligible candidates for engagement on purely contractual basis under Siliguri Municipal Corporation as below:

Sl No.	Name of the post	No. of post	Eligibility Criteria
1	2	3	4
1	Dealing Assistant cum Data Entry Operator (DA cum DEO)	07 nos.	<p>i. Qualification: 10+2 or equivalent examination passed from any govt. recognized school.</p> <p>ii. Age limit: 40 years as on 01/01/2022.</p> <p>iii. Computer Knowledge: At least 06 (six) months course in basic computer i.e. proficient with the office (Word, Excel, Power point) is mandatory.</p> <p>iv. Consolidated pay: Rs 10000/- per month.</p>

Necessary documentation:

- Self attested copies of all Certificates/Testimonials and Bio-Data are required to be attached with plain paper application.
- Original Certificate/Testimonials will have to be produced before Walk in-interview & Computer Test, failing which, candidature will be rejected straightway.
- One copy of the self- signed photograph of the candidate is to be pasted on the Bio-Data & name of the post for which applied must be mentioned on the cover of the application.
- Application should reach at the following address on or before 18/ 05 /2022 upto 4:30 pm by post or drop in box available at Establishment Section as addressed mentioned below:

To,
The Commissioner
Siliguri Municipal Corporation, Baghajatin Road, P.O.:- Siliguri, Dist - Darjeeling,
Pin - 734001

Contd.

Web site: www.siligurismc.in, email: smcwb@hotmail.com

Terms & Condition for engagement :-

1. The engagement is purely contractual basis for six (6) months. After expiry of six (6) months of satisfactory service, agreement will be done for further six (6) months & subsequent half yearly renewal will be made based on satisfactory performance. No demand for permanent post will be entertained.
2. The normal duty hour is between 10:00 am to 4:30 pm though in the time of emergency or urgency the duty hours would be increased as to render public service in due time.
3. No termination/retirement/pensionary benefits will be considered.
4. 15 days prior notice will be required in case of tendering resignation, failing which, an appropriate action will be taken as per rules.
5. No T.A/D.A. will be provided at the time of interview or else case.
6. The selected candidates have to join at Siliguri Municipal Corporation with in 7 (seven) days from the date of issue of the engagement letter, if any.
7. The admission to the interview is purely provisional subject to determination of the candidate's eligibility in terms of the advertisement. The authority reserved right to cancel invalid application without further notice.
8. The candidate required to reach the venue at least 30 minutes before the commencement of the interview with all the original documents & also xerox copies for verification.
9. The candidates detected while adopting or making an attempt to adopt unfair means during the hours of interview shall be liable to expulsion from the premises.

Memo no.....57(53)/Estt./SMC

Copy forwarded for necessary information:

1. Hon'ble Chairman, Siliguri Municipal Corporation
2. Deputy Mayor, Siliguri Municipal Corporation
- 3-12. All MMIC, Siliguri Municipal Corporation
- 13-17. All Borough Chairman/Chairperson, B-I to V, Siliguri Municipal Corporation
18. Secretary, Siliguri Municipal Corporation
19. Superintending Engineer, Siliguri Municipal Corporation
20. Executive Engineer, Siliguri Municipal Corporation
21. Finance Officer, Siliguri Municipal Corporation
22. Health officer in-charge, Siliguri Municipal Corporation
- 23-27. Borough Officer I to V, SMC – with a direction to display the notice on Notice Board.
28. Head Clerk, Siliguri Municipal Corporation
29. Section in-charge, Estt, Siliguri Municipal Corporation
30. Sr. PS to the Hon'ble Mayor – with request to place the matter before the Hon'ble Mayor, SMC.
31. PA to Commissioner, Siliguri Municipal Corporation
- 32-51. All other Sectional/Deptt. Heads, Siliguri Municipal Corporation
52. IT Cell, SMC - with a direction to upload the Notice in official website.
53. Notice Board – All Borough Offices & Head Office, Siliguri Municipal Corporation.

Commissioner
Siliguri Municipal Corporation

Date..07/05/2022

Commissioner
Siliguri Municipal Corporation