



# OFFICE OF THE MUNICIPAL COUNCILLORS SERAMPORE MUNICIPALITY

1, N.S. Avenue, Serampore, Dist. Hooghly, West Bengal, Pin-712201

Memo No.: 3825/EST—21 NUHM

Date: 09.12.2020

## EMPLOYMENT NOTICE NO. 925/MA/O/C-9/2A-7/2015, Dt. 02.11.2020

Application in the “Prescribed Format” are invited from the eligible candidates for engagement of Health Officer as detailed below, under Serampore Municipality, Serampore, Hooghly, on contract basis.

### A) Job Title : Health Officer

**Number of Vacancies :1**

**Job Description :**

**Educational Qualification:**

- The applicants must have medical qualifications included in the 1<sup>st</sup> or 2<sup>nd</sup> schedule or part-2 of the 3<sup>rd</sup> schedule of Indian Medical Council Act-1956 and registration as Medical Practitioner of West Bengal with desirable qualifications of 2 years practicing experience.

**Other Qualifications:**

- Proficient with MS Office, documentation skills and very good at preparation of reports.
- Fluency in English and Bengali or Local languages of West Bengal

**Contractual Monthly Remuneration:** Rs. 40,000/- only

Terms and conditions are noted below:-

1. Age limit: not more than 62 years as on 1<sup>st</sup> January, 2020.
2. **No TA/DA** will be paid to the candidates for the selection test / interview.
3. Candidates should apply in the “Prescribed Application Form” only downloaded from the Website, [www.seramporemunicipality.org](http://www.seramporemunicipality.org).
4. Candidate must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application and self-attested photocopy of the age proof certificate with the application.
5. Self-attested recent passport size photo to be pasted on the Application Form
6. Application should be addressed to the Chairman, Serampore Municipality, 1<sup>st</sup>N.S. Avenue, P.O. Serampore, Dist. Hooghly, Pin-712201.
7. Envelope containing the application should be super scribed with “Application for the post Of Health Officer”
8. Two (2) self-addressed (24cmX11cm) envelop with postage stamp of Rs. 10/- (Rupees Ten) each.
9. Applications should be sent by ordinary post / registered post / courier service / speed post/ Email which should reach this office within **31.12.2020** up to 5.00 p.m. Applications received after the scheduled date & time shall not be accepted and the **postal delay will not be considered**.
10. Selection Procedure: Selection of the candidates will be made on the basis of the viva-voice or Written test or both, as to be decided by the City Level Selection Committee.
11. Authority reserves the right to cancel all or any application without assigning any reason.
12. The Specimen “Application Form” is also available in the Municipal Notice Board of Serampore Municipality, Serampore, Hooghly and [www.seramporemunicipality.org](http://www.seramporemunicipality.org).

**GENERAL INFORMATION:** How to apply: The candidate should apply in the “Prescribed Application Form” only. The Upper age limit for all the post is not more than 62 years as on 1<sup>st</sup> January, 2020. The Specimen “Application Form” as well as other necessary information is available in the website [www.seramporemunicipality.org](http://www.seramporemunicipality.org) and also in the Notice Board of Serampore Municipality, Serampore. The last date for submission of application by Post or E-Mail: **31.12.2020**.

**Chairperson, Board of Administrators,  
Serampore Municipality.**

Website : [www.seramporemunicipality.net](http://www.seramporemunicipality.net). \* E-mail : [seramporemunicipality@hotmail.com](mailto:seramporemunicipality@hotmail.com)

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