

**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 1<sup>st</sup> 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 1<sup>st</sup> 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.**

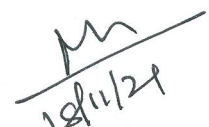
➤ For Class 10 or equivalent	:	10 marks (proportionate marking i.e. % obtained in the exam x10/100)
➤ For Class 12 or equivalent	:	15 marks (proportionate marking i.e. % obtained in the exam x15/100)
➤ For Graduation	:	20 marks (proportionate marking i.e. % obtained in the exam x20/100)
➤ Computer Test (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, 2<sup>nd</sup> 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

