

The Kolkata Municipal Corporation

5, S. N. Banerjee Road, Kolkata – 700 013

Walk –in –Interview for contractual engagement of 02(two) Nos. of Computer knowing Steno-typist (ENGLISH) purely on temporary basis for 6 (Six) months at The Kolkata Municipal Corporation

No. of Vacancies: 02 (Two)

Venue: The Institute of Urban Management, 36C, Ballygunge Circular Road, Kolkata- 700 019 (Ballygunge Phari crossing).

Date of Interview/ Reporting time: 22.08.2015(Saturday) / 10.30 a.m.

Remuneration: Rs. 12,000/- (Rupees Twelve thousand only) consolidated per month(All inclusive).

Eligibility:

Essential Qualifications: a)Stenography proficiency of taking dictation at a minimum speed of 80 words per minute (wpm) and to translate the manuscript on computer with a minimum speed of 30 wpm in English b) Computer proficiency in Word processing/spreadsheets/presentation software. c) Age not more than 62 years as 1st day of January, 2015.

Interested retired Computer knowing Steno-typist (ENGLISH) of Central Government/State Government/ Government Undertaking/Local Bodies are requested to report for interview with an application addressed to the Municipal Commissioner, Kolkata Municipal Corporation, 5 S. N. Banerjee Road, Kolkata – 700 013, Bio-data (as per given proforma), Photo Identity proof and two copies of recent passport size photographs duly attested, along with all testimonials/documents in original and a set of attested copies thereof. The candidates are also requested to bring their own stationeries along with stenography pad etc.

Interviews, if necessary may continue on the next working day. No new applications will be entertained on the extended date(s).

The KMC reserves the right to change/modify any/all of the above conditions.


Municipal Commissioner

THE KOLKATA MUNICIPAL CORPORATION
5, S. N. Banerjee Road, Kolkata – 700 013

BIO-DATA

Space for
attested
photograph

1. NAME OF THE CANDIDATE (In Capital Letter) : _____
2. Sex(Male/Female) : _____
3. Father's/Husband's Name : _____
4. Nationality : _____
5. Date of Birth (In Christian era) : _____
6. Age (as on 1st January, 2015) : _____
7. Address for communication : _____
8. Phone. No : _____ (Land) _____ (Mobile)
9. Present Address : _____
10. Educational Qualification (Madhyamik Examination onwards)

Name of the examination	Year of passing	Division/ Class	% of marks obtained	Subjects taken	Board/ University

11. Details of experience:

Name of the organization(s) where employed	Designation/ Position held	Nature of duty (ies)	Period of service		Last Pay drawn
			From	To	

I do hereby solemnly affirm and declare that the information furnished herein before are true to the best of my knowledge and belief.

Place:

Date:

Signature of the candidate in full