



**The Institute of Co-operative Management for Agriculture & Rural Development
(ICMARD - Training Institute of The WBSCARD Bank Ltd.)**

Block-14/2, C.I.T Scheme-VIII (M), Ultadanga, Kolkata-700067.

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No. ADMN/6/V/ICMARD/171.

Date : 15 June, 2019.

NOTICE

In terms of decision adopted in the meeting of the Administrative Committee of The WBSCARD Bank Ltd. held on 12/06/2019 and subsequent approval of the RCS, West Bengal vide Memo. No.2619/I-347/58(Part-VII) dated 12/6/2019, ICMARD is going to engage one **Part-Time Sahayak on purely temporary basis.**

As such, applications are invited from Indian Nationals for engagement of one **Part-Time Sahayak (contractual)** for some work of ICMARD on the following terms and conditions :-

1. Age of the Applicant shall be above 50 years and below 60 years.
2. Minimum Qualification shall be Madhyamik Passed.
3. Consolidated Remuneration shall be Rs.3,500/= Per month.
Besides, an amount of Rs.400/= shall be paid Per month as Tiffin Allowance.
4. The engagee shall have to attend the job at least two days in a week and total ten days in a month. In case the total attendance is short of ten days, proportionate deduction towards remuneration shall be made.
6. In case of exigency if further presence is required by the authority to pull up additional work-load, remuneration for such additional presence shall be made on pro-rata basis considering monthly consolidated remuneration.
7. If the engagee, upon engagement and/or during continuation of work, likes to quit the job or opt out from the engagement, at least seven days' prior intimation should be given to the authority.
8. Last Date for submission of Applications on plain paper by Post or hand-delivery in the official Drop Box locked and kept at the room of the Principal, ICMARD on any working day from 11.00 a.m. to 4.00 p.m. within **25 June, 2019 (Tuesday).**
Mobile No. and E-mail ID, if any, must be mentioned in the Application.
9. Date of Interview : **27 June, 2019 (Thursday) at 11.00 A.M.** onwards at ICMARD, Ultadanga, Kolkata - 700 067 with Proof of Age, Qualification and Aadhaar Card.
10. **Work allotment :**
 - (i) Updating Room Booking Register of ICMARD;
 - (ii) Updating Hall Booking Register of ICMARD;
 - (iii) Updating Canteen Register of ICMARD;
 - (iv) Maintenance of Stock of Linen and Dead Stock of the Hostel Rooms of ICMARD;
 - (v) Any other work as entrusted by the Authority.


PRINCIPAL
ICMARD

15/06/2019

- C.C. (1). The Managing Director, The WBSCARD Bank Ltd..
(2). Notice Board of ICMARD.
(3). Notice Board of H.O. of The WBSCARD Bank Ltd.
(4). Website of ICMARD www.icmard.org