



THE KOLKATA MUNICIPAL CORPORATION

UNDER KOLKATA CITY NUHM SOCIETY

5, S.N. BANERJEE ROAD, KOLKATA - 700 013



Advertisement No. 02 -/Kolkata City NUHM Society / 2025-26 dated 18.10.2025

Applications are invited for engagement on contractual basis for the post of **Accountant - I** under Kolkata City NUHM Society under Health Department of Kolkata Municipal Corporation. The eligible candidates are requested to submit online application through KMC website www.kmcgov.in from 01.11.2025 to 17.11.2025 till Midnight (including holidays).

NAME OF THE POST: Accountant -I (contractual basis)

NO. OF VACANCIES:

Category	Number of post
UR	6
UR Persons With Disabilities	1
Economically Weaker Section	2
SC	4
ST	1
OBC-A	2
OBC-B	1
Total Vacancies	17

ELIGIBILITY CRITERIA :-

i) Residency and Local Languages :-

The applicant must be a permanent resident of **West Bengal and The applicant must have knowledge of local languages** as per Order Memo no HFW/NHM - 332/2023/1003(3) dated 31.07.2023

ii) Educational Qualification :-

Graduate with Commerce Background from any recognized university and having Diploma / Certificate course in Computer Application from any recognized institution.

The candidates who have obtained degree/diploma through Distance Learning mode or from any Open University are also eligible to apply.

iii) Technical Knowledge :-

Knowledge of computers in MS Word, MS Excel, MS Power Point, Internet and Tally Software is essential.

iv) Working Experience :-

Minimum 1 year's experience in Government Sector or 2 year's experience in Private Sector in accounting job.

v) Age Limit :-

Maximum 40 years as on the 1st day of January 2025. (Age relaxations will be given for reserved category candidates as per extant Govt. Norms).

REMUNERATION :-

Remuneration: Rs 26000/- per month.

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R. B. Singh

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 1st day of January, 2025.

- i) No rounding off of marks will be granted. Proportionate marking upto 2 decimal points will be considered.
- ii) Selected candidates from the panel will be engaged in the declared vacancies and if any vacancy arises in future following non-joining etc., the panel will be utilised for filling up the said vacancy of the post.
- iii) The validity of the merit list will be 1(one) year.

The distribution of marks on the academic qualification together with the weightage assigned, computer test and interview will be as follows.

SCALE OF SCORING :-

➤ For Class 10 or equivalent	:	10 marks (proportionate marking i.e. % obtained in the exam X 10/100)
➤ For Class 12 or equivalent	:	15 marks (proportionate marking i.e. % obtained in the exam X 15/100)
➤ For Graduation	:	20 marks (proportionate marking i.e. % obtained in the exam X 20/100)
➤ 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.

GENERAL INFORMATION :-

- For calculation of the marks obtained in the Class 10, Class 12 and Graduation the aggregate of the marks obtained in all subjects excluding the marks obtained in the additional paper will be considered.
- If a grade point system is adopted, the CGPA/DGPA will be converted into its equivalent percentage of marks as per the UGC's latest notification. Final semester "Percentage = (CGPA/DGPA×10)-5".
- **Candidate should upload the undernoted supporting documents :**
 1. Age proof (Madhyamik Admit Card/Pass Certificate).
 2. Residencial address proof (Aadhaar Card/Voter ID/Passport).
 3. Class 10, Class 12 and Graduation including all semester's, supplementary if any, mark-sheet's and Pass Certificate.
 4. Computers Certificate.
 5. Working Experience.
- Candidates shall have to bring all hard copies of documents along with print out of submitted online application and photocopies of relevant documents at the time of documents verification after intimation from this end.

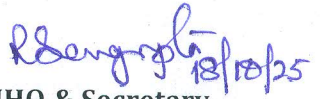
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R. Sengupta

IMPORTANT INFORMATION :-

- ❖ Only online Applications will be accepted. Application forms not properly filled in or incomplete forms are liable to be cancelled. If the online application details submitted by the applicant differ with the original testimonials, such application shall be liable to be cancelled.
- ❖ All the essential qualifications must be completed on the date of submission of application.
- ❖ Experience will be calculated after obtaining the required essential academic qualification for the above mentioned position, till the last date of online application.
- ❖ No need to send Hard copy/print copy of the online registration form by **Post**.
- ❖ No TA/DA will be paid to the candidates for the selection test, verification and interview.

After scrutiny, list of the eligible candidates and any addition/deletion in respect of the said advertisement in the form of corrigendum, the date and venue documents verification, Computer Test and Interview of will only be published in the KMC website of www.kmcgov.in. Therefore, all the applicants are required to regularly check the website for any update.


CMHO & Secretary
Kolkata City NUHM Society
SECRETARY
KOLKATA CITY NUHM SOCIETY