

Office of the Councillors
ASHOKENAGAR – KALYANGARH MUNICIPALITY

P.O. & P.S. Ashokenagar , North 24-Parganas

PIN-743222

Ref.AKM / 993 /NULM / 2015

Dated- 17/08 /2015

e mail id :- chairman_akm@yahoo.com

NOTIFICATION

The following Experts details of which are appended below, are to be selected for appointment on contractual basis for conducting services pertaining to City Mission Management Unit under National Urban Livelihood Mission for the Ashokenagar-Kalyangarh Municipality:-

Sl. No.	Category of Expert/Post	Educational Qualification	Age as on 01/04/2014	Working Experience	No. of Post	Consolidated Contractual Remuneration (Per Month)
1.	Manager-Social Development and Infrastructure	Bachelor Degree in Social Science, Preferably in Social Work/Sociology/Economics/Management	40 yrs.	2-3 yrs. Practical experience of working in Social Development with Poverty reduction programme	01	Rs.50,000/-
2.	Manager – Skills Micro Enterprises, MIS & ME	Bachelor Degree in Social Science, Preferably in Social Work/Sociology/Economics/Management	40 yrs.	2-3 yrs. Practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME.	01	Rs. 50,000/-

- 1) The Contractual appointment will be initially for one year and renewable for further periods subject to satisfactory performances.
- 2) Application has to be made in the prescribed Application Form (attached with this Notification) only.
- 3) A Candidate must apply for one post only. Candidates must submit, alongwith applications, attested copies of all documentary evidences in support of their academic qualifications and work experiences and “No Objection Certificates” from the Authority concerned.
- 4) The Application Form will have to be filled up on the basis of facts which they will have to substantiate subsequently showing the originals during the selection process, failing which their candidature will be cancelled.
- 5) The Applications must be completed in all respects. Incomplete applications will be summarily rejected.
- 6) The Candidates who do not have the required academic qualifications, competencies and work experiences mentioned and who do not have capacities do discharge the responsibilities need not apply. Applications received from the candidates not having the minimum academic qualifications, competencies and work experiences will be summarily rejected.
- 7) Each application in sealed cover must reach within 20-09-2015 (before 4-00 P.M.) positively.
- 8) Applications reaching the above address after the stipulated date and time will not be considered for selection. “Application for the post of(mention name of the EXPART/POST) under the NULM, Ashokenagar-Kalyangarh Municipality” should be written on the Envelope containing the filled in Application Form.
- 9) The candidates should be selected by Viva – Voce only.

Contd.- Page No.-2

Office of the Councillors
ASHOKENAGAR – KALYANGARH MUNICIPALITY

P.O. & P.S. Ashokenagar , North 24-Parganas

PIN-743222

Ref.AKM / 993 /NULM / 2015

Dated- 17/08 /2015

Page No.-2

10) Scope of Work:- 1. Manager-Social Development & Infrastructures

- Ensuring that city adheres to the guidelines prescribed by NULM
 - Development work plan for implementation of Social mobilization component for the city.
 - Responsible for the SM & ID,USVs & SUH targets of the city with respect to community mobilization, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters Urban homeless etc.
 - Ensuring the SHGs, ALF and CLF structures are established in the city.
 - Responsible for providing need based Technical Assistance to Community Organisers (Cos)
-
- Arrangement for appropriate linkages with relevant agencies/developments and integrate Social mobilization agenda in implementing of NULM
 - Ensuring reporting of the Social mobilization and institution Development component
 - Working closely with other Managers at the city level for successful implementation of NULM
 - Performing any related tasks assigned by the City Project Officer, CMMU
 - Looking after management of Shelters for Urban Homeless component.
 - Looking after Support to Urban Vendors Component
 - All work related to Social Development and infrastructural part.
 - Management of Innovative and Special Project at City Level.

Scope of Work:- 2. Manager- Skills, Micro Enterprise, MIS & ME

- Ensuring that the city adhere to the EST & P guidelines prescribed by NULM
- Preparing work plan for EST & P agenda for the city
- Responsible for the EST & P targets of the city
- Ensuring Identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved
- Responsible for providing need based Technical assistance to Cos
- Ensuring linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies
- Ensuring reporting against KRAs
- Working closely with other Managers at the city level for successful implementation of NULM
- Perform any other related tasks assigned by the City Project Officer, CMMU
- All works related to Skill Development Training and Livelihood matters
- Ensure that the city adhere to the guidelines prescribed by NULM
- Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEF) agenda for the city
- Responsible for UFI & SEP targets of the city

Contd.- Page No.-3

Office of the Councillors
ASHOKENAGAR – KALYANGARH MUNICIPALITY

P.O. & P.S. Ashokenagar , North 24-Parganas

PIN-743222

Ref.AKM / 993 /NULM / 2015

Dated- 17/08 /2015

Page No.-3

- Ensure the bank linkages for SHGs and its members at the city level
- Facilities access to credit for micro enterprises set up by the urban poor at the city level.
- Responsible for providing need based Technical Assistance to Cos Responsible for providing need based Technical Assistance to Cos
- Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM
- Ensuring reporting against KRAs
- Working closely with other Managers at the city level for successful implementation of NULM
- Performing any other related tasks assigned by the City Project Officer, CMMU
- All works related to SEP component of NULM
- Preparing work plan for monitoring of the components of NULM
- Responsible for the ensuring proper implementation of MIS at the city level, compilation of information at the city level and submission of the same to the state
- Undertaking real time monitoring of the scheme at the city level
- Responsible for timely submission of information to state
- Responsible for providing need based Technical Assistance to Cos
- Adhering to all monitoring and reporting systems line baseline study, MPRs, Process documentation etc. at city level
- Work closely with other Managers at the city level for successful monitoring of NULM
- Performing any other related tasks assigned by the City Project Officer, CMMU
- All works related to MIS, Reports and e-issues.

11) **Decision of the competent authority in project shall be final in the matter of selection of eligible candidates. Authority reserves the right to cancel all / any application without assigning any reasons therefor. Canvassing in any manner shall lead to disqualification of candidature.**

12) **No T.A./D.A. will be paid to the candidates for appearing at the selection test/interview.**

13) **For details informations- Please visit the Municipal Affairs Departments Website, Govt. of West Bengal- www.wbdma.gov.in and Ashokenagar-Kalyangarh Municipal Website is www.akmweb.in**

P. Santov
Sd/- Illegible

(Prabodh Sarkar)

Chairman

Ashokenagar-Kalyangarh Municipality

Prabodh Sarkar
Chairman
Ashokenagar-Kalyangarh Municipality

Office of the Councillors
ASHOKENAGAR – KALYANGARH MUNICIPALITY

P.O. & P.S. Ashokenagar , North 24-Parganas

PIN-743222

APPLICATION FORM

(Relevant attested documents for educational qualifications and work experiences and No Objection from authority need to be attached with this application form and original documents will be checked at appropriate time to be notified in due course)

Please affix
here the
recently taken
passport size
photograph
duly signed
therein

1. Name of the candidate (in Capital Letters):-
2. Posts applied for:
3. Name of Father/Husband:
4. Date of Birth:
5. Age as on 01.01.2014 :
6. Sex
7. Nationality
8. Religion:
9. Caste (Gen/SC/ST/OBC) :
10. Postal Address:
11. E-mail address (Mandatory):
12. Contact No. :
13. Educational Qualification:

Name of Examination	Year of Passing	% of Marks	Subjects	Board / University
<u>Others, if any</u>				

Office of the Councillors
ASHOKENAGAR – KALYANGARH MUNICIPALITY

P.O. & P.S. Ashokenagar , North 24-Parganas

PIN-743222

Page No.-2

14. Details of Relevant Work Experience (Starting with the current or most recent one)
(Add more cells and pages if required)

Sl. No.	Organization / Office	Post Held	From	To	Total Period (Years & Months)
	Major responsibilities/tasks performed				
	Major responsibilities/tasks performed				
	Major responsibilities/tasks performed				
	Major responsibilities/tasks performed				
	Total experience				

15. Current Salary in Rupees (Per month) :
(Inclusive of all components)

16. Whether the present organization will release immediately (in case contractual engagement is offered) : Yes / No (Indicate with \sqrt mark) :

I do hereby certify that all the details stated above are true that in case any information proves false my candidature will be liable to be cancelled.

Date :

Place :

Full Signature of the Candidate