

Content of detailed advertisement for the website :-

Berhampore Municipality (Dist.- Murshidabad, W.B.)
Advertisement No.- 01/CLSC/NULM/BM Dated :- 08-2015

Applications as prescribed here-in-after are invited for the following posts ; - the criteria for the posts, the terms and conditions related with this advertisement are as follows :-

| SL No. | Name & Post | Qualification / Experience |
|--------|--|--|
| | Manager- Social Development and Infrastructure | Educational Qualification – Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management. Experience- 02 to 03 years practical experience of working in Social Development work with poverty reduction programmes. Other Qualification – Proficient with MS office, strong analytical skills; Experience of working with Government Institutions will be given preference. Fluency of English and Bengali or local languages of West Bengal. |
| 02 | Manager – Skills Micro Enterprises, MIS & ME | Educational Qualification- same as SL No.-01 Experience -02 to 03 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME. Other Qualifications – Proficient with MS office, strong analytical skills, Experience of working with Government Institution will be given preference. Also mention regarding very good documentation skills and very good at preparation of reports : Proficient with Project ManagementSoftware, Database Management System will be given preference. Fluency of English and Bengali or Local Language of West Bengal. |

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- Contractual monthly remuneration for each post will be Rs. 50,000/- (Rupees Fifty Thousand) only with each engagement period of maximum two years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement.
- The upper age limit of the Experts (Managers) will be 40 years as on 01-04-2014
- Written-Test & Interview shall take place for preparation of a panel of selected candidates.
- Schedule of Written-Test & Interview shall be intimated in due time.
- No Objection Certificate requires for those applicants who are working presently in any organization under Government of West Bengal.
- Applications along with covering letter, filled up prescribed format and self-attested testimonials / certificates will have to be addressed to the Chairman, Berhampore Municipality, 118, R.N. Tagore Road, P.O.-Berhampore, PIN-742101, Dist.- Murshidabad should reach within 5 :00 P.M. of 31-08-2015, failing which no application will be entertained.
- Applications may be submitted either by hand or by post in hard copy only.
- No TA/DA for Written Test & Interview is admissible.
- For further details subsequent information may be uploaded in the respective websites.


Chairman, ^{31/8/2015}
Berhampore Municipality

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13. APPLICATION – FORMAT

i) Name of the post applied for
 ii) Applicant's Name (in Block Letter)

S/D/W of.....

iii) Full Address : Present – Vill./City-

Block – P.S.- Municipality/G.P

Post office - PIN-

District - State-

Permanent –

Vill./ City Block –

P.S.- Municipality/ G.P

Post Office - PIN-

District - State –

Passport size
 Photograph of
 the Applicant
 with sign

iv) Contact No.-

&

e-mail Id, if any –

v) Educational Qualification :-

| Sl No. | Name of Examination passed | Board/ University | Year of passing | Subjects | Subject wise marks & Total marks Obtained | Division/ Class | Percentage of marks |
|--------|----------------------------|-------------------|-----------------|----------|---|-----------------|---------------------|
| | | | | | | | |

vi) Working Experience :-

| Sl No. | Name of Organisation | Position held | Period of Working from..... to..... | Total period of working experience | Nature of work |
|--------|----------------------|---------------|-------------------------------------|------------------------------------|----------------|
| | | | | | |

vii) Date of Birth :-

Age as on 01-04-2014 :-

viii) Whether NOC, if applicable is enclosed –

ix) Attachments :-

&x) Declaration –

I do hereby declare that the statements made in this application are true and if the information given in this application are not in conformity with this advertisement , my candidature shall be liable to be forfeited.

Dated Signature of the Applicant .

Continued portion of detailed advertisement in the Website:-
NULM Operational Guidelines for Capacity Building and Training.

Scope of work



Sl No. 01) Manager – Social Development & Infrastructure-

- i) Ensure that city adheres to the guidelines prescribed by NULM
- ii) Develop work plan for implementation of Social mobilization component for the city
- iii) 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 for Urban homeless etc.
- iv) Ensure the SHGs, ALF and CLF structures are established in the city.
- v) Responsible for providing need based Technical Assistance to Community Organisers (Cos).
- vi) Arranging for appropriate linkages with relevant agencies/ departments and integrate Social mobilization agenda in implementing of NULM.
- vii) Ensure reporting of the Social mobilization and institution Development component
- viii) Work closely with other Managers at the city level for successful implementation of NULM
- ix) Perform any other related tasks assigned by the City Project Officer, CMMU.

Sl No. 02) Manager- Skills, Micro Enterprises, MIS & ME-

- i) Ensure that the city adhere to the EST & P guidelines prescribed by NULM
- ii) Prepare work plan for EST & P agenda for the city
- iii) Responsible for the EST & P targets of the city
- iv) Ensure Identification of Skill Training Providers(STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved.
- v) Responsible for providing need based Technical assistance to Cos.
- vi) Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies.
- vii) Ensure reporting against KRAs
- viii) Ensure that the city adhere to the guidelines prescribed by NULM
- ix) Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city.
- x) Responsible for UFI & SEP targets of the city.
- xi) Ensure the bank linkages for SHGs and its members at the city level
- xii) Facilitate access to credit for micro enterprises set up by the urban poor at the city level

- xiii) Arranging for appropriate linkages with relevant agencies/ departments and integrate Universal Financial Inclusion and Self –employment programme agenda in implementing of NULM
- xiv) Prepare work plan for monitoring of the components of NULM
- xv) 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.
- xvi) Undertake real time monitoring of the scheme at the city level.
- xvii) Responsible for timely submission of information to state.
- xviii) Responsible for providing need based Technical Assistance to Cos.
- xix) Adhere to all monitoring and reporting systems like baseline study , MPRs, Process documentation etc. at city level.
- xx) Work closely with other Managers at the city level for successful monitoring of NULM.
- xxi) Perform any other related tasks assigned by the City Project Officer, CMMU.


11-08-2015
Chairman, 
Berhampore Municipality