

**OFFICE OF THE MUNICIPAL COUNCILLORS
BERHAMPORE MUNICIPALITY**

NOTICE OF VACANCY

“ Website-information or advertisement in detail”

Vide Employment Notice No.-01/CLSC-AMRUT/BM/2015 Dated 10-12-2015

Application as prescribed here-in-after is invited from the eligible candidates for the following posts for purely contractual engagement at CMMU under AMRUT of Berhampore Municipality .

The criteria for the posts and the terms and conditions related with the advertisement made in the news-papers vide employment notice no.-01/CLSC-AMRUT/BM/2015 Dated 10-12-15 are as follows :-

SL No.	Name of Post	No of Vacancy	Qualification & Experience required
I	Urban Planner	One	<ul style="list-style-type: none">• Post-Graduate in Planning /Social science / Architecture/ Civil Engineering having specialization paper in Urban Development. Or Planning or Environment related project• Urban Planner/ Management Expert having strong background in project management with 3-5 years experience.• Experience in working with Urban development projects/ programmes.• Experience in urban reforms and capacity building programmes for ULBs.
II	Urban Infrastructure Expert	One	<ul style="list-style-type: none">• Graduate –Engineer from recognized University.• Have a broad range of experience in urban infrastructure and a strong background in public health engineering, especially water supply and sanitation.• Have at least 3-5 years experience in designing and managing Municipal infrastructure projects.• Be very familiar with the laws and procedures of the Indian Municipal environment.

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Terms and Conditions :-

- a) Selection of contractual post will be made either by Written-Test followed by Computer-Test & Viva-Voce or by Viva-voce followed by Computer- Test depending upon the number of application received from the eligible candidates.
- b) Application in prescribed hard-copy covered by an envelope may be submitted in the head-office of the Municipality during the office-hour of the working –days from 16-12-15 to 31-12-2015 either by person or by post (Govt. or Non-Govt.) only.
- c) Beyond 31-12-2015 (closing day) no application will be received.
- d) No online-application will be entertained.
- e) Name of the post applied for and proper –address with contact number of the candidate are required to be super-imposed in the covering –envelope containing the application with its enclosures.
- f) The duration of the appointment is one-year which may be renewed for additional each year based on satisfactory performance appraisal under AMRUT of the ULB.
- g) The post is purely contractual having a consolidated remuneration of Rs. 50,000/- [Rs. Fifty Thousand] only per month.
- h) Age-limit is not more than 40 years as on 01-04-2015.
- i) Short-listing of the application will be made if the prescribed application with the enclosure of the required criteria and the terms and conditions have not been in conformity with this advertisement.
- j) A candidate will apply for one-post only.
- k) The candidate, who is working in any organization under Government of West –Bengal / or any State and Govt. of India, must submit ‘NOC’ from the concerned authority.
- l) Candidate must furnish self-attested photo-copies of age-proof, testimonials and experience-certificates.
- m) No T.A./D.A is admissible for W-T & Interview.
- n) Supplementary-information, if required, may be uploaded in the afore-mentioned Websites.
- o) Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
- P) Self attested passport size photo to be pasted on Application Form and name of the post for which applied must be mentioned on the cover of the application and the top of the application form as “ Application for the post of under AMRUT”.


Chairman,
Berhampore Municipality
11.12.2015

6.1 Present Address for correspondence (IN CAPITAL LETTER)

Vill./City _____

House No.- _____ Street Name:- _____

P.O.- _____ Pin: _____

P.S.:- _____ Dist.:- _____

State :- _____

6.2 Permanent Address (IN CAPITAL LETTER)

7) Contact Details:

7.1) Mobile No.:-

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7.2) Residence's Contact No. :-

7.3) Email ID:-

8) Academic Qualification :

SL No.	School/ Board/ Univ./Inst.	Exam Passed	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks	Division/ Class obtained
01		Secondary or as equivalent					
02		Higher Secondary or its equivalent					
03		Graduate with the subject of					
04		Post –Graduate with the subject of					

9) Additional Qualification (If any) :
With computer knowledgeable course

10) Present Occupation (if any):

a. Designation

b. Name & Address of Employer /

Organisation

1) Experience

SL No.	Name of the employer	Name of the Post	Date of joining	Date of Leaving	Whether the job is temporary or permanent	Type of Work Done

12) Language Known :

Language	Reading	Writing	Speaking

13) Check list of documents (Put Tick mark in the Box)

SL. No.	Documents	Y/N	No. of documents enclosed (Photocopies)
1.	Proof of age		
2.	Proof of Academic qualification		
3.	Proof working experience		
4.	Copies of recent passport size photographs		
5.	No objection from present employer		

Declaration : I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary certificates whenever required.

If any information /details found to be incorrect/ false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment , my services may be terminated.

Date

Place

Full Signature of the Candidate

ADMIT CARD

For Written Test / Interview Letter

TO BE FILLED IN BY THE CANDIDATE

Name of the post applied for :-

1) Name :-

2) Father's Name :-

3) Postal Address :-

4) Date of Birth



Signature of the Candidate

TO BE FILLED IN BY THEULB.

ROLL NO

Name of the Examination / Interview Centre with complete address

Date of Examination /Interview and time :

Reporting time at the Centre

Note :- Bring all original certificates in support of Age, Educational Qualification & NOC from concern Authority if applicable.

Date -

Signature of the City Project Officer,
Berhampore Municipality,
Berhampore, Murshidabad