



Office of the Burdwan Municipality

G.T. Road, Burdwan, West Bengal, India – 713101

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Notice of Vacancy

Memo No. 935/XII-9

Dated: 10/12/2015

Application in the “Prescribed Format” is invited from the eligible candidates for purely contractual engagement in the following posts for Burdwan Municipality under Atal Mission for Rejuvenation and Urban Transformation (AMRUT) along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under AMRUT under Burdwan Municipality.

Sl. No	Name of Post	Qualification / Experience / Remuneration
1	Urban Planner	<p>a) No. of posts- One</p> <p>b) Educational Qualification: Post Graduate degree in Planning/Social Science/ Architecture/ Civil Engineering having specialization/paper in urban development or planning or environment related subjects.</p> <p>c) Experience: Urban Planner/ Management Expert, with strong background in project management with 3-5 yrs in a managerial position</p> <ul style="list-style-type: none">• Experience in working with Urban Development Programmes• Experience in Urban Reforms and Capacity Building programmes for ULBs
2	Urban Infrastructure Specialist	<p>a) No. of posts- One</p> <p>b) Educational Qualification: Graduate engineer from recognized university. Have a broad range of experience in urban infrastructure and a strong background in public health engineering, specially water supply and sanitation</p> <p>c) Experience: Have at least 3-5 yrs. experience in designing and managing municipal infrastructure projects,</p> <p>d) Other Qualifications: Be very familiar with the laws and procedures of the Indian municipal environment.</p>

Terms and Conditions are noted below-

1. The upper age limit of the specialists/ experts to be engaged in CMMU will be 40 years as on 01.04. 2015
2. Contractual monthly remuneration for each post will be Rs 50,000 /- (Rupees fifty thousand only)
3. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application.

4. Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
5. Candidates should enclose self-attested photocopy of the age proof certificate with the application.
6. Self-attested recent 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”
7. Application should reach on the following address by hand/ Speed Post/ Registered Post/Courier: Burdwan Municipality, G.T. Road, Burdwan, and PIN- 713101. Authority shall not be responsible for any postal delay.
8. Candidates are requested to view the Website of this Municipality www.burdwanmunicipality.gov.in Municipal Affairs Department (www.wbdma.gov.in) and of CMU (www.changekolkata.org) and for further details
9. Candidates already engaged in any organization should submit NOC from the concerned employer.
10. LAST DATE OF SUBMISSION OF APPLICATION IS 29.12.2015 upto 4 pm

Chairman
Burdwan Municipality

ii) Residence:

iii) E-mail id:

8) Academic Qualification:

Sl. No.	School/Board/univ./ Inst.	Degree / Diploma	Year of Passing	Duration	Percentage of marks obtained

9) Additional Qualification(If any):

10) Present Occupation (If any):

a. Designation.....

b. Name & Address of Employer /

Organization.....

.....

11) Experience :

Sl. No	Name of the Organization	Name of the Post	Experience		Whether the job is permanent/ contractual	Nature of Work Done	Experience Certificate Enclosed (Y/N)
			Year	Month			

12) Language Known:

Language	Reading	Writing	Speaking

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

Sl.	Documents	Y/N	No. of documents

No.			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 documents in original 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 engagement likely to be terminated.

Date:

Place:

.....
Full Signature of the Candidate

Received a seal envelop from Sri/Smt..... of
..... for the Post of
.....in the Burdwan Municipality (Content not verified)

Date:

Time: