

Notice of Vacancy
OFFICE OF THE MUNICIPAL COUNCILLORS
DARJEELING MUNICIPALITY

Employment Notice: 03/Estb.

Date: 21.12.2015

Applications in the "Prescribed Format" is invited from eligible candidates for purely contractual engagement of Specialists / Experts for the following post 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 Darjeeling Municipality, Darjeeling.

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. Experience in working with Urban Development Programmes. Experience in Urban Reforms and Capacity Building programmes for ULBs</p>
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, especially 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/- only
3. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority along 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 extra two copies of photo (unsigned) should be enclosed with the application.
7. 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”
8. Application should reach on the following address or by email to Darjeeling.municipality1850@gmail.com
Address: Darjeeling Municipality, 1, Laden La Road, Darjeeling, PIN – 734101.
9. Candidates are requested to view the website of Municipal Affairs Department (www.wbdma.gov.in) and of CMU (www.changekolkata.org) and (www.darjeelingmunicipality.in) (municipality website) for further details.
10. LAST DATE OF SUBMISSION OF APPLICATION IS 4th January, 2016 up to 4 P.M.

Sd/-
Chairman,
Darjeeling Municipality,
Darjeeling.

APPLICATION FORM

Application No. CMMU	
(for office use only)	

To,
The Chairman,
Darjeeling Municipality,
Darjeeling.

PHOTO
Passport size Photograph to pasted with full signature

Application for the post of at City Mission
Management Unit, West Bengal under AMRUT

1) Name (IN CAPITAL LETTER):

2) Father's / Husband's Name (IN CAPITAL LETTER):

3) Gender: Male / Female

4) Date of Birth:

D	D	M	M	Y	Y	Y	Y

5) Nationality:

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6) Address:

6.1. Address for Correspondence (IN CAPITAL LETTER):

Town/City: _____ State: _____

PIN _____

6.2. Permanent Address (IN CAPITAL LETTER):

Town/City: _____ State: _____

PIN _____

7) Contact Details:

i) Mobile Ph. No.:

ii) Land Ph. No.:

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:

Sl. No.	Documents	Y/N	No. of documents enclosed (Photocopies)
1	Proof of age		
2	Proof of Academic Qualification		
3	Proof of working experience		
4	Copies of recent passport size photographs		
5	No Objection from present employer, if applicable		

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 sealed envelop from Sri / Smt. _____ of
_____ for the Post of _____
_____ in the CMMU, AMRUT, Darjeeling (Content not verified)

Date:

Time:

ADMIT CARD
(for written examination only)
TO BE FILLED IN BY THE CANDIDATE

Name of the Post:

1) Name:

2) Father's / Husband's Name:

3) Postal Address:

4) Date of Birth:

Paste Passport
size Photo duly
attested
(not to sign now)

Signature of the Candidate

TO BE FILLED IN BY THE APPLICATION RECEIVING AUTHORITY

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, working experience & NOC from concern Authority of present working any organization.

Signature of the Executive Officer