

HABRA MUNICIPALITY
POURA BHAWAN,
PROMODE DASGUPTA SARANI, P.O. HABRA, NORTH 24-PGS.
PIN-743263

ADV.No.-HM/1785/Genl.Estbt./15 Dated 21-11-2015

Phone:-03216 270572

Fax No.03216-237031

Date:-

Notification for Engagemnt of Specialists/Experts at CMMU under AMRUT in Habra Municipality, West Bengal.

Habra Municipality invites application from suitable candidates for the following posts:

1) Urban Planner

2) Urban Infrastructure Expert.

1. The minimum academic qualifications, competencies & working experiences required for the posts, have been noted below and the consolidated monthly remuneration for each post will be Rs.50,000/- (Rs. Fifty thousand only.)

2.The Candidates who do not have the required academic qualifications, competencies and working experiences mentioned and who do not have capacities to discharge the responsibilities need not apply. Applications received from candidates not having the minimum academic qualifications, competencies and work experiences will be summarily rejected.

3. Upper limit of age for the posts is 40 years as on 01-04-2015.

4.Application has to be made in the prescribed Application Form (attached with this notification) only. Candidates must submit, along with applications, self attested copies of all documentary evidences in support of their academic qualifications and working experiences and No objection Certificate from Authority if the candidate is presently engaged in service. 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 candidates must be agreeable to work anywhere as per needs of the Department and must be people-friendly and having serving attitude and capacity to work in a team and on project mode. Those unable to join immediately after selection need not apply.

6. The applications must be completed in all respects. Incomplete applications will be summarily rejected.

7. Each application in sealed cover addressing the Chairman,Habra Municipality,Promode Dasgupta Sarani,P.O. Habra ,North 24-Pgs,Pin-743263 must reach within 12-12-2015, (before 3-pm) positively. Application may be sent by Registered post or may be submitted in the receiving section of Habra Municipality.

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 post) under the AMRUT Habra Municipality" should be written on the envelope containing the filled in application form.

9. Only shortlisted candidates will be called during selection. Selection will be done on competitive basis.

10. Decision of the City Level Selection Committee shall be final in the matter of selection of eligible candidates. Authority reserves the right to cancel all/any application without assigning any reason. Canvassing in any manner shall lead to disqualification of candidature.

11. No. TA/DA will be paid to the candidates for appearing at the selection test/interview.

12. Mode of selection:- MCQ test to be followed by Viva-Voce.

13.Engagement period:- Period of engagement is one year at a time along with the provision of subsequent renewal after every one year based on satisfactory performance.

14. Educational Qualification and experience-

TABLE				
Sl. No.	No. Of Post	Name of Post	Qualification & Experience	Contractual Remuneration Per Month
1	1	Urban Planner	<p>Educational Qualification:-Graduate degree in Planning/Social Science/ Architecture/ Civil Engineering Post Graduate in Social Science having specialisation /Paper in Urban Development.</p> <p>Urban Planner/Management Expert having strong background in project management with 3-5 yrs. experience.</p> <p>Experience in working with Urban development project/ programmes.</p> <p>Experience in Urban reforms and capacity building programmes for ULBs.</p>	Rs.50,000/-
2	1	Urban Infrastructure Expert	<p>Graduate Engineer from recognized University. Have a broad range of experience in Urban infrastructure and strong background in public health engineering, especially water supply and sanitation.</p> <p>Have at least 3-5 yrs experience in designing and managing municipal infrastructure project.</p> <p>Very familiar with laws & procedure of Indian municipal environment</p>	Rs.50,000/-


Chairman
Habra Municipality

CHAIRMAN
HABRA MUNICIPALITY

Vacancy Notification Form
As per Employment Exchange (Compulsory Notification of Vacancies) Rules, 1960

1. Name and address of the Employer : Sri Nilimesh Das, Chairman ,Habra Municipality,
P.O. Habra, North, 24-Pgs, Pin.743263
2. Telephone No. : Mob. 9233222222,
3. Nature of Vacancy :- :
- a) Type of worker required :
- b) Description of duties :Contractual and renewable every year
- c) Qualification required :
- i) Essetial :Details given in our documents attached.
- ii) Desirable :
- d) Age limits :
- e) Whether women are eligible :Yes
4. Number of Vacancies : 2 (two)
- a) Regular :-----
- b) Temporary :Contractual
5. category of the post/posts : Specialist/Expert
6. Pay and Allowances :Rs. 50,000/- (Consolidated)
7. Place of work (name of Town/Village and District in which it is situated. : Habra Municipality, Habra ,North 24-Pgs.
8. Probable date by which the vacancy will be Filled. : January,2016
9. Particulars regarding Interview/Test : Date, Time and place of Written Test and Interview will be Published at our website later on.
- a) Date of Written Test/Interview :
- b) Place of Written Test/Interview :
- c) Time of Written Test/Interview :
- d) Designation and Address of the authority : Chairman,Habra Municipality, promode Dasgupta Sarani,
P.O. Habra, Dist. North 24-pgs. Pib.743263.
10. Whether there is any obligation or arrangement for giving preference to any category of persons such as Scheduled Castes, Scheduled Tribes, O.B.C., Ex-Servicemen and Physically Handicapped persons in filling up the vacancy. : Nil
11. Any other relevant information (Copy of Recruitment rule/sanction order/Prior Permission may be asked for if necessary. : last date of receiving application 12-12-2015.


Chairman
Habra Municipality

CHAIRMAN
HABRA MUNICIPALITY

7) Address with pin code

(a) Postal Address

(b) E-mail Address (Mandatory)

8) Contact number

9) Academic Qualification:-

Name of Examinations passes.	Year of Passing	% of Marks	Subjects taken	Board/University
Others, if any				

10) Details of Relevant Work Experience (Add more 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				
Total Period of experience					

11. Whether the present organization will release immediately (in case the contractual engagement is offered) Yes/No (if yes, NOC to be submitted before issuing offer letter).

I do hereby certify that all the details stated above are true to the best of my knowledge and that in case any information is proved false my candidature will be liable to be cancelled.

Date:

Place:

Full Signature of the Applicant

N.B.-Envelop containing the application must be superscribed "Application for the post of.....under AMRUT at Habra Municipality.