



**OFFICE OF THE MUNICIPAL COUNCILLORS
SERAMPORE MUNICIPALITY**

1, N.S. Avenue, Serampore, Dist. Hooghly, West Bengal, Pin-712201

Memo No.:

Date:

EMPLOYMENT NOTICE NO. AMRUT/EXP-2/1/15, Dt. 16.12 2015

Application in the "Prescribed Format" are invited from the eligible candidates for engagement of Experts as detailed below, under the **Atal Mission For Rejuvenation and Urban Transformation (AMRUT)** for City Mission Management Unit under Serampore Municipality, Serampore, Hooghly, on contract basis.

Terms and conditions are noted below:-

1. The upper age limit for all the post is **40 years as on 01.04.2015**.
2. **No TA/DA** will be paid to the candidates for the selection test / interview.
3. Candidates should apply in the "Prescribed Application Form" only downloaded from the Website, www.seramporemunicipality.net.in
4. Candidate should **apply only single post** out of the two where application for the dual post from the same applicant will be cancel out by the office.
5. Candidate must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority with application and self attested photocopy of the age proof certificate with the application.
6. Self-attested recent passport size photo to be pasted on the Application Form
7. Application should be addressed to the Chairman, Serampore Municipality, 1stN.S.Avenue, P.O. Serampore, Dist. Hooghly, Pin-712201.
8. Envelope containing the application should be super scribed with "Application for the post of....."
9. Two (2) self-addressed (24cmX11cm) envelop with postage stamp of Rs. 10/- (Rupees Ten) each.
10. Applications should be sent by ordinary post / registered post / courier service / speed post which should reach this office within 05.01.2016 up to 5.00 p.m. Applications received after the scheduled date & time shall not be accepted and the **postal delay will not be considered**.
11. Selection Procedure: Selection of the candidates will be made on the basis of the viva-voice or Written test or both, as to be decided by the City Level Selection Committee.
12. Authority reserves the right to cancel all or any application without assigning any reason.
13. The Specimen "Application Form" is also available in the Municipal Notice Board of Serampore Municipality, Serampore, Hooghly and www.seramporemunicipality.net.in

- **The last date for submission of application: 05.01.2016**

Chairman

Serampore Municipality
CHAIRMAN
Serampore Municipality



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SERAMPORE MUNICIPALITY**

1, N.S. Avenue, Serampore, Dist. Hooghly, West Bengal, Pin-712201

Memo No.:

Date:

EMPLOYMENT NOTICE NO. AMRUT/EXP-2/2/15, Dt. 16.12.2015

Application in the "Prescribed Format " are invited from the eligible candidates for engagement of Experts as mentioned in details below, under **Atal Mission For Rejuvenation and Urban Transformation (AMRUT)** under Serampore Municipality, Hooghly on contract basis.

A) Job Title : Urban Planner

Number of Vacancies :1

Job Description :

Educational Qualification:

- Graduate Degree in Planning/ Social Science/ Architecture/ Civil Engineering/ Post Graduate in Social Science having specialization/ paper in Urban Development.
- 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.

Other Qualifications:

- Proficient with MS Office and Auto-cad/ Map-info drawing Skills, and In addition to the above mentioned competencies, very good documentation skills and very good at preparation of reports.
- Proficient with project Management Software, Database Management System will be given preference.
- Fluency in English and Bengali or Local languages of West Bengal

Contractual Monthly Remuneration: Rs. 50,000/- only

B) Job Title: Urban Infrastructure Expert.

Number of Vacancies: 1

Job Description :

Educational Qualification:

- Graduate Engineer from recognized university;
- Have a broad range of experience in urban infrastructure and a strong back ground in public health engineering, especially water supply and sanitation;
- Have at least 3-5 yrs. Experience in designing and managing municipal infrastructure projects
- Be very familiar with laws and procedures of the Indian municipal environment.

Other Qualifications:

- Proficient with MS Office, Auto-cad/ Map-info drawing Skills, and Experience of working with Government Institutions will be given preference.
- Fluency in English and Bengali or Local languages of West Bengal

Contractual Monthly Remuneration: Rs. 50,000/- only.

GENERAL INFORMATION: How to apply: The candidate should apply in the "Prescribed Application Form" only. The Upper age limit for all the post is **40 Years as on 01.04.2015**. The Specimen "Application Form" as well as other necessary information is available in the website www.seramporemunicipality.net.in and also in the Notice Board of Serampore Municipality, Serampore. The last date for submission of application: **05-01-2016**.

Chairman

Serampore Municipality
CHAIRMAN
Serampore Municipality

APPLICATION FORM

ATAL MISSION FOR REJUVENATION AND URBAN TRANSFORMATION (AMRUT)

SERAMPORE MUNICIPALITY

1st N.S. Avenue

P.S-Serampore, P.O-Serampore

Dist:Hooghly, PIN:712201

(IN CAPITAL LETTERS)



Please affix here your
recently taken passport
size photograph
signed

1. NAME OF THE CANDIDATE:

2. POSTS APPLIED FOR:

3. NAME OF FATHER/HUSBAND:

4. DATE OF BIRTH:

5. AGE AS ON 01.04.2015:

6. SEX:

7. NATIONALITY

8. RELIGION:

9. CASTE (GEN/SC/ST/OBC):

10. POSTAL ADDRESS:

11. E-MAIL ADDRESS (MANDATORY):

12. CONTACT NO:

12. EDUCATIONAL QUALIFICATION:

NAME OF EXAMINATION	YEAR OF PASSING	% OF MARKS	SUBJECTS	BOARD/ UNIVERSITY
OTHERS, IF ANY				

13. DETAILS OF RELEVANT WORK EXPERIENCE (STARTING WITH THE CURRENT OR MOST RECENT ONE) (ADD MORE CELLS AND PAGES IF REQUIRED)

SL.	ORGANISATION	POST HELD	PERIOD		TOTAL PERIOD (YEARS & MONTH)
			FROM	TO	
1					
2					
3					
4					
5					
6					

14. CURRENT SALARY IN RUPEES (PER MONTH): (INCLUSIVE OF ALL COMPONENTS)

15. WHETHER THE PRESENT ORGANIZATION WILL RELEASE IMMEDIATELY (IN CASE CONTRACTUAL ENGAGEMENT IS OFFERED): YES / NO (INDICATE WITH ✓/MARK):

I DO HEREBY CERTIFY THAT ALL THE DETAILS STATED ABOVE ARE TRUE AND THAT IN CASE ANY INFORMATION PROVES FALSE MY CANDIDATURE WILL BE LIABLE TO BE CANCELLED.

DATE:

FULL SIGNATURE:.....

PLACE:

(Relevant self-attested documents for educational qualifications and work Experiences and No Objection from authority need to be attached with this application form and original documents will be checked at appropriate time to be notified in due course)