

Notice of Vacancy
OFFICE OF THE MUNICIPAL COUNCILLORS
BAIDYABATI MUNICIPALITY

Employment Notice 01/CLSC/NULM/15 Dated: 01.12.2015

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement of Specialists /Experts for the following posts for city Mission Management Unit (CMMU) under Nation Urban Livelihood Mission (NULM) for maximum period of 2 years along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under National Urban Livelihood Mission (NULM) under Baidyabati Municipality.

Sl no.	Name of Post	Qualification/Experience/Remuneration
1	Manager-Social Development and Infrastructure	<p>a)No. of Posts-1</p> <p>b) Educational Qualification: Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/Management</p> <p>C) Experience: 2-3 years of practical experience of working in social development work with poverty reduction programmes.</p> <p>d) Other Qualifications: i) Proficient with MS office, Strong Analytical Skills, Experience of working with Government institutions will be given preference</p> <p>ii) Fluency of English and Bengali or Local Languages of West Bengal</p>
2	Manager Skills, Micro Enterprises, MIS & ME	<p>a)No. of posts-1</p> <p>b) Education Qualification : Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/Management</p> <p>c) Experience: 2-3 years of practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME.</p> <p>d) Other Qualification: i) Proficient with MS office ,Strong Analytical Skills, Experience of working with Government institution will be given preference</p> <p>ii) Fluency of English and Bengali or Local Language of West Bengal</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....."
7. Application should reach on the following address or by email baidyabatimunicipality@yahoo.co.in. Address "Chairman, Baidyabati Municipality, Post- Sheoraphuli, Dist -Hooghly, Pin 712223."
8. Candidates are requested to view the Website of Municipal Affairs Department (www.wbdma.gov.in) and of CMU (www.changeekolkata.org) and www.baidyabatimunicipality.org for further details.
9. **LAST DATE OF SUBMISSION OF APPLICATION IS 15.12.2015 upto 5pm**
10. One person can apply for a singal post only.



Chairman
Baidyabati Municipality

6.2 Permanent Address (IN CAPITAL LETTER)

8) Contact number:

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9) Academic Qualification:

Sl. No.	School/Board/univ./ Inst.	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

9) Computer Knowledge:

10) 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

11) Additional Qualification(If any):

12) List of documents should be enclosed (Put Tick mark in the Box)

Sl. No	Documents	Yes	No	Sl.No	Documents	Yes	No
1	Proof of age			5	Copy of Employment Exchange card (if any)		
2	Proof of academic qualification			6	Copies of recent passport Size photographs		
3	Proof working experience						
4	Proof in support of category(if any)						

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:

.....
Signature of the Candidate