

## BARANAGAR MUNICIPALITY

87 DESBANDHU ROAD (EAST), KOLKATA-700035

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Website: [www.baranagarmunicipality.org](http://www.baranagarmunicipality.org)

Memo No: 371

Date: 02.12.15

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement of Specialists/Experts and Support Staffs for the following posts for City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) for maximum period of 2 Years in respect of posts of (1) Manager-Social Development And Infrastructure and (2) Manager-Skills, Micro Enterprises, MIS, ME as well as for maximum period of 1 Year in respect of posts of (3) Accountant and (4) Dealing Assistant cum Data Entry Operator ; along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under National Urban Livelihood Mission (NULM) under Baranagar Municipality.

*This is to be noted that One person can apply for a single Post only.*

| SL.N<br>O. | NAME OF THE POST                                | QUALIFICATION/ EXPERIENCE  |
|------------|---|--|
| 1          | Manager - Social Development and Infrastructure | No of Post:1<br>Educational Qualification: Bachelor or Master degree in Social Science preferably in Social work/ Sociology / Economics / Management<br>Experience: 2 - 3 years practical experience of working in Social Development work with poverty reduction programmes.<br>Other Qualifications: <ul style="list-style-type: none"><li>➤ Proficient with MS Office, Strong Analytical Skills;</li><li>➤ Experience of working with Government Institutions will be given preference.</li><li>➤ Fluency of English and Bengali or local languages of West Bengal.</li></ul>   |
| 2          | Manager - Skills Micro Enterprises, MIS & ME    | No of posts-1<br>Educational Qualification: Bachelor or Master degree in Social Science preferably in Social work/ Sociology / Economics / Management<br>Experience: 2 - 3 years practical experience of working in implementation of skill training and placement programmes and also designing and Implementation of MIS & ME.<br>Other Qualifications: <ul style="list-style-type: none"><li>➤ Proficient with MS Office, Strong Analytical Skills;</li><li>➤ Experience of working with Government Institutions will be given preference.</li><li>➤ 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.</li><li>➤ Fluency of English and Bengali or local languages of West Bengal.</li></ul> |
| 3.         | Accountant-                                     | NO OF POSTS:1<br>Educational Qualification: Bachelor degree in Commerce<br>Experience: at least three year experience in working with any organization of the Govt society, firm, association etc.<br>Other Qualification: <ul style="list-style-type: none"><li>➤ Proficiency in Ms- Office (Word, Excel, Power point etc.)</li></ul>   |

|  |   |
|--|---|
| Dealing Assistant cum Data Entry Operator- | <p>NO OF POSTS:1</p> <p>Educational Qualification: 10+2 in any discipline and at least 6 month course in basic computer.</p> <p>Experience: At least 2 year experience in working with organization of the Govt society, firm, association in data entry and related works in relevant field.</p> <p>Other Qualification:</p> <ul style="list-style-type: none"> <li>➤ Proficiency in internet operations, e- mailing and Ms- Office (Word, Excel, Power point etc.)</li> </ul> |
|--|---|

Terms and Conditions are noted below:-

- (a) Contractual monthly remuneration for each post as mentioned at Sr. No:1(Manager-Social Development and Infrastructure) and Sr.no.2(Manager-Skills, Micro Enterprises, MIS,ME) will be Rs. 50,000/- (Rupees fifty thousand only) .
  - (b) Contractual monthly remuneration for the post of an Accountant is Rs.14,000/- (fourteen thousand only) per month and Dealing Assistant cum Data Entry Operator is Rs.12000/- (twelve thousand only) per month.
  - (c) The upper age limit of the aforesaid posts to be engaged in CMMU will be 40 years as on 1/04/2015.
  - (d) Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application.
  - (e) Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
  - (f) Candidates should enclose self-attested photocopy of the age proof certificate with the application.
  - (g) 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....."
  - (h) Candidates are requested to view the website of Municipal Affairs Department ([www.wbdma.gov.in](http://www.wbdma.gov.in)) and of CMU ([www.changeolkata.org](http://www.changeolkata.org)), [www.baranagarmunicipality.org](http://www.baranagarmunicipality.org) (Baranagar Municipality), [www.wbyouthservices.in](http://www.wbyouthservices.in) (West Bengal State Mission for Employment)
  - (i) LAST DATE OF SUBMISSION OF APPLICATION IS 31/12/2015 TILL 4 P.M.
- (j) All applications should be submitted by the applicant in hard copy.



CHAIRMAN  
BARANAGAR MUNICIPALITY

Countersigned.  
mmmb  
01/12/15  
FINANCE OFFICER  
Baranagar Municipality



**9) Academic Qualification:**

| SI No. | School/ Board/Univ./ Inst. | Exam Passed | Year of passing | Total Marks | Marks obtained | Percentage |
|--------|----------------------------|-------------|-----------------|-------------|----------------|------------|
|        |                            |             |                 |             |                |            |
|        |                            |             |                 |             |                |            |
|        |                            |             |                 |             |                |            |
|        |                            |             |                 |             |                |            |

**10) Computer Knowledge:**

**11) Experience :**

| SI No. | Name of the employer | Name of the Post | Date of joining | Date of Leaving | Whether the job is | Type of Work Done |
|--------|----------------------|------------------|-----------------|-----------------|--------------------|-------------------|
|        |                      |                  |                 |                 |                    |                   |
|        |                      |                  |                 |                 |                    |                   |
|        |                      |                  |                 |                 |                    |                   |
|        |                      |                  |                 |                 |                    |                   |

**12) Additional Qualification (If any)**

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

| SI No. | Documents                       | Yes | No | SI No, | Documents                                  | Yes | NO |
|--------|---------------------------------|-----|----|--------|--|-----|----|
| 1      | Proof of age.                   |     |    | 5      | Copy of Employment                         |     |    |
| 2      | Proof of academic qualification |     |    | 6      | Copies of recent passport Size photographs |     |    |
| 3      | Proof of working experience     |     |    |        |  |     |    |
| 4      | Proof in support of category    |     |    |        |  |     |    |

**Declaration:** I hereby declare that I have read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfil 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**