

Notice of Vacancy

OFFICE OF THE MUNICIPAL COUNCILLORS OF BASIRHAT

Employment Notice.....794..... Dated9.11.2015.....

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement of Specialist / 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 (Name of the Municipality)

Sl.No.	Name of Post	Qualification/Experience/Remuneration
1.	Manager-Social Development and Infrastructure	a) <i>No. of posts</i> -1 b) <i>Educational Qualification</i> : Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/Management c) <i>Experience</i> : 2-3 years of practical experience of working in social development work with poverty reduction programmes. d) <i>Other Qualifications</i> : i) Proficient with MS Office, Strong Analytical Skills, Experience of working with Government Institutions will be given preference. ii) Fluency of English and Bengali or Local Language of West Bengal.
2.	Manager-MIS & ME	a) <i>No. of posts</i> -1 b) <i>Educational Qualification</i> : Bachelor degree in Computer Science c) <i>Experience</i> : 2-3 years of practical experience in designing and implementation MIS & ME, preferably poverty reduction project. d) <i>Other Qualifications</i> : i) 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, Website Development and Management will be given preference. ii) Fluency of English and Bengali or Local Languages of West Bengal

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 01.04.2014

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 download 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 basirhatmunicipality@yahoo.com Address - Chairman, Basirhat Municipality, Sarat Biswas Road, P.O.-Basirhat, Dist.-North 24 Parganas.
8. Candidates are requested to view the Website of Municipal Affairs Department (www.wbdma.gov.in) and of CMU (www.changeekolkata.org) and (www.basirhatmunicipality.in) for further details.
9. LAST DATE OF SUBMISSION OF APPLICATION IS 01.12.2015 upto 5p.m.
10. One person can apply for a single post only.

M. Khan

Chairman

Basirhat Municipality

Chairman

Basirhat Municipality
North 24 Parganas

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

10) Computer knowledge :

11) 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

12) 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 Emoloyment 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