

Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126]
Tele: 2581-2082, 2581 - 9515, 2581-9514. Fax : 2581-1318. Email : bhat_09@yahoo.com

Employment Notice No: N-12/DR-1/2691

Date:14.09.2015

NOTICE

Applications in prescribed format as given below are invited through registered post only from the eligible candidates for engagement of specialist/experts for the following posts at City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) on purely contract basis for Bhatpara Municipality.

SL. NO	Name of Post(S)	No. of Post	Qualification / Experience
1.	Manager- Social Development and Infrastructure	1	<p>Educational Qualification: Bachelor degree in Social Science preferably in social work / Sociology/Economics/ Management.</p> <p>Experience: 2-3 years practical experience of working in social Development Work with poverty reduction programmes.</p> <p>Other Qualifications: Proficient with MS Office, Strong Analytical Skills; Experience of working with Government institutions will be given preference.</p> <p>Fluency of English and Bengali or Local languages of West Bengal.</p>
2.	Manager- Skills & Livelihoods	1	<p>Educational Qualification: Bachelor degree in Social Science preferably in social work / Sociology/Economics/ Management.</p> <p>Experience: 2-3 years practical experience of working in implementation of skill training and placement programmes.</p> <p>Other Qualifications: Proficient with MS Office, Strong Analytical Skills; Experience of working with Government institutions will be given preference.</p> <p>Fluency of English and Bengali or Local languages of West Bengal.</p>
3.	Manager- Financial Inclusion & Micro Enterprises	1	<p>Educational Qualification: Bachelor degree in Social Science preferably in social work / Sociology/Economics/ Management.</p> <p>Experience: 2-3 years practical experience of working in implementation of skill training and placement programmes / credit linkage, Social Security and/ or Micro Enterprises promotion in poverty reduction programmes/ Financial institutions.</p> <p>Other Qualifications: Proficient with MS Office, Strong Analytical Skills; Experience of working with Government institutions will be given preference.</p> <p>Fluency of English and Bengali or Local languages of West Bengal.</p>

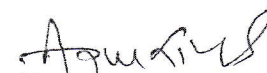
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(2)

Terms and conditions:

1. The Upper age limit for all the posts to be engaged will be 40 years as on 01.04.2014.
2. Applications should be addressed to the Chairman Bhatpara Municipality, 1/1 West Ghosh Para Road, PO- Kankinara, P.S Jagaddal, District- North 24 Parganas. Pin-743126.
3. Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority along with 2 copies of recent color photographs.
4. The duration of appointment is initially for one year may be extended for another year upon satisfactory performance.
5. Method of Test: Written followed by Viva- Voce.
6. Remuneration will be Rs.50, 000.00 per month.
7. Applications be submitted at Bhatpara Municipality latest by 04 p.m. on 9th October 2015 2015.

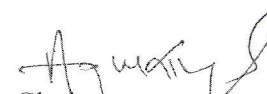

Chairman

Bhatpara Municipality,
&

Chairman City Level Selection Committee,
Bhatpara Municipality

Copy forwarded for information to the:

01. The Vice-Chairman of the Bhatpara Municipality,
02. Representative from the State Urban Development Agency, Member
03. Sri Sagar Sinha, Joint Director, Directorate of Local Bodies, Member
04. Sri Samarendra Nath Das, Executive Engineer, Member
Municipal Engineering Directorate,
05. Regional Chief Housing & Urban Development Corporation Ltd, Member
Kolkata Regional Office,
06. Sri Tapan Kumar Karmakar, City Project Officer, Member- Convener
Bhatpara Municipality
07. Sri Sujit Hazra, Finance Officer, Bhatpara Municipality, Member
08. The Joint- Director of Employment, Sub-Regional Employment Exchange,
Barrackpore with a request to send the name of the eligible candidates
accordingly within 9th October- 2015.
09. The I.T. Coordinator with a request to upload the notice in our Municipal
Website and M.A. Department's portal.
10. Office Notice Boards.


Chairman

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&

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Bhatpara Municipality

10. Educational Qualification: (attach Photo Copy of Certificates duly self attested)

Examination passed	Board/University	Year of Passing	Division/Class/Grade	Percentage of Marks/Grade Obtained

11. Working Experience, kindly specify:

12 a) other qualifications specify:

b) Attach photo copy of Certificates duly self attested:

I do hereby declare that all the information stated in this application form is true. In case any of my declaration made and document attached hereto is found to be not true and if I fail to produce relevant documents in support of the eligibility criteria, my candidature is liable to be cancelled by the appropriate authority at any stage of the selection / Recruitment process without any reference.

Date:

Place:

Full Signature of the Applicant



III. Key Responsibility Areas

a) Manager – Social Mobilisation and Institution Development

- i. Ensure that city adheres to the guidelines prescribed by NULM
- ii. Develop work plan for implementation of Social mobilisation component for the city
- iii. Responsible for the SM&ID, USVs & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.
- iv. Ensure the SHGs, ALF and CLF structures are established in the city
- v. Responsible for providing need based Technical Assistance to Community Organisers (COs)
- vi. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation agenda in implementing of NULM
- vii. Ensure reporting of the Social mobilisation and institution Development component
- viii. Work closely with other Managers at the city level for successful implementation of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU

b) Manager – Skills and Livelihoods

- i. Ensure that the city adhere to the EST & P guidelines prescribed by NULM
- ii. Prepare work plan for EST & P agenda for the city
- iii. Responsible for the EST & P targets of the city
- iv. Ensure Identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved
- v. Responsible for providing need based Technical assistance to COs
- vi. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies
- vii. Ensure reporting against KRAs
- viii. Work closely with other Managers at the city level for successful implementation of NULM



ix. Perform any other related tasks assigned by the City Project Officer, CMMU

c) Manager – Financial Inclusion and Micro Enterprises

- i. Ensure that the city adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city
- iii. Responsible for UFI & SEP targets of the city
- iv. Ensure the bank linkages for SHGs and its members at the city level
- v. Facilitate access to credit for micro enterprises set up by the urban poor at the city level.
- vi. Responsible for providing need based Technical Assistance to COs
- vii. Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM
- viii. Ensure reporting against KRAs
- ix. Work closely with other Managers at the city level for successful implementation of NULM
- x. Perform any other related tasks assigned by the City Project Officer, CMMU

d) Manager – MIS & ME

- i. Prepare work plan for monitoring of the components of NULM
- ii. Responsible for the ensuring proper implementation of MIS at the city level, compilation of information at the city level and submission of the same to the state
- iii. Undertake real time monitoring of the scheme at the city level
- iv. Responsible for timely submission of information to state
- v. Responsible for providing need based Technical Assistance to COs
- vi. Adhere to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level
- vii. Work closely with other Managers at the city level for successful monitoring of NULM
- viii. Perform any other related tasks assigned by the City Project Officer, CMMU