

OFFICE OF THE COUNCILLORS OF CHAMPDANY MUNICIPALITY

1, POURA BHAWAN ROAD, CHAMPDANY
P.O.-BAIDYABATI, DIST.-HOOGHLY, PIN-712222

Employment Notice No.NULM/Champ-1/2015

Dated : 26/11/2015

Applications in the "Prescribed Format" are invited from the eligible candidates for purely contractual engagement of experts to the following posts in the City Management Unit(CMU) under National Urban Livelihood Mission(NULM) for maximum period of two years(2 years) with the provision of subsequent Renewal after every one year(1 year) based on satisfactory performance appraisal on the work under National Urban Livelihood Mission(NULM) within and under Champdany Municipality.

Sl. No.	Name of the Post	No. of Posts, Qualification/Experience
1	Manager- Social Development and Infrastructure	a) No. of Posts : 1 ((One)) b) Education Qualification Bachelors Degree in Social Science preferably in Social work/Sociology/Economics/Management c) Experience : 2-3 years practical experience in Social Development work with Poverty reduction programmes d) Other qualifications : (i) Proficient with MIS office, Strong Analytical Skills, Experience of working with Govt. Institutions will be given preference. e) Fluency in English and Bengali or local languages of West Bengal
2	Manager-Skills Micro Enterprises, :MIS &ME	a) No. of Posts : 1(One) b) Education Qualification Bachelors Degree in Social Science preferably in Social work/Sociology/Economics/Management c) Experience : 2-3 years practical experience in Social working in implementation of Skill training and placement programmes and also designing and implementation of MIS &ME d) Other qualifications : (i) Proficient with MIS office, Strong Analytical Skills, Experience of working with Govt. Institutions will be given preference. 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. e) Fluency in English and Bengali or local languages of West Bengal

Terms and conditions for the engagement are as follows :-

1. 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. Each engagement will be purely on contract basis for maximum period of two(2) years at a time along with the provision of subsequent renewal after one year based on satisfactory performance appraisal.
4. Candidates must furnish the self attested photocopies of all testimonials and certificates with the application .
5. Application should be made in the prescribed format which may be downloaded from any of the websites : (i) www.wbdma.gov.in (ii) www.ChangeKolkata.org and (iii) www.champdanymunicipality.org
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/Envelop of the application and also at the top of the application form as "Application for the Post of".
7. Filled up Application form along with the testimonials/certificates and other documents should be sent to the following address by Post/Directly to the Receiving Section of the Municipality :

Chairman
Champdany Municipality
1, Poura Bhawan Road, Champdany
P.O.-Baidyabati, Dist.-Hooghly, Pin-712222

8. For further details interested candidates may visit the websites :
(i) Municipal Affairs Department : www.wbdma.gov.in
(ii) Change Management Unit : www.ChangeKolkata.org
(iii) Champdany Municipality : www.champdanymunicipality.org
9. Last date of receiving of Application at the Municipality is 17th December, 2015 up to 4:00 P.M.



Chairman
Champdany Municipality

7.2 Permanent Address (IN CAPITAL LETTER)

8) Contact number:

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9.1) Academic Qualification:

SL. No.	School/Board/Univ./Inst.	Exam Passed	Year of Passing	Total Marks	Marks Obtained	Percentage

9.2) 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 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:

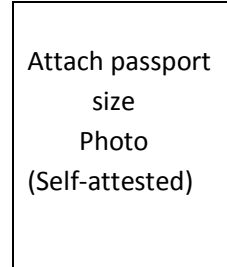
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Signature of the Candidate

ADMIT CARD

TO BE FILLED IN BY THE CANDIDATE

Name or the post applied:-

- 1) Name:-**
- 2) Father's Name:-**
- 3) Postal address:-**
- 4) Date of birth:**



Signature of the Candidate

TO BE FILLED IN BY THE OFFICE (CHAMPDANY MUNICIPALITY)

ROLL NO.....

Name of the Examination / Interview Centre With complete address :

Date of Examination / Interview and time :

Reporting time at the Centre :

Note: - Bring all original certificates in support of Age, Education Qualification & NOC from concern Authority if applicable.

Date-

Signature of the City project Officer