

Phone : 2551-3017

Fax : 2549-5214

OFFICE OF THE MUNICIPAL COUNCILLORS OF DUM DUM

44, Sailen Das Sarani, Kolkata - 700028

No. :

Dated :

Notice of Vacancy

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 along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under National Urban Livelihood Mission (NULM) under Dum Dum Municipality.

Last date of receipt of application: 31.12.2015 upto 4 pm

Required Educational Qualification, Working Experience, Remuneration, Contract period & Age Limit:

Name of the Post	Required Educational Qualification	Required Working Experience	Remuneration & contract period	Age Limit
Manager – Social Development & Infrastructure	Bachelor Degree in Social Science preferably in Social work/Sociology/ Economics/Management	2-3 yrs practical experience of working in Social Development work with poverty reduction programmes	Gross Rs. 50,000/- per month 2 years initial engagement renewable on performance criterion	Not more than 40 years as on 01.04.2015
Manager – Skills Micro Enterprises, MIS & ME	Bachelor Degree in Social Science preferably in Social work/Sociology/ Economics/Management	2-3 yrs practical experience of working in implementation of skill training & placement programmes & designing & implementation of MIS & ME	Gross Rs. 50,000/- per month 2 years initial engagement renewable on performance criterion	Not more than 40 years as on 01.04.2015
Accountant	Bachelor Degree in Commerce	at least 3 yr experience in Govt society, firm, association, proficiency in MS-Office	Gross Rs. 14,000/- per month 1 year initial engagement renewable on performance criterion	18-40 yrs as on 01.04.2015

Dealing Assistant cum Data Entry Operator	10+2 in any discipline & at least 6 month course in Basic Computer	at least 2 yr experience in data entry & related works in Govt society, firm or association, proficiency in internet operation, e-mailing & MS-Office.	Gross Rs. 12,000/- per month 1 year initial engagement renewable on performance criterion	18-40 yrs as on 01.04.2015
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Terms & Conditions :

1. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application.
2. Candidates should apply in the prescribed application form to be downloaded from the website in A4 size paper.
3. Candidates should enclose self-attested photocopy of the ageproof certificate with the application.
4. 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"
5. Application should reach the municipality by post, by email or hand delivery .
6. One person can apply for a single post only.
7. Candidates are requested to visit the website of Municipal Affairs Department (www.wbdma.gov.in) and of CMU (www.changekolkata.org) and municipality website (www.dumdummunicipality.org)

Hard copy of Application along with CV and Xerox copies of relevant documents from interested Indian National will be received up to **4:00 pm of 31st December, 2015** at the following address:

**Chairman,
Dum Dum Municipality,
44, Dr. Sailen Das Sarani, Dum Dum Cantonment,
Kolkata, Pin-700028, E-mail : nulm.dumdum@gmail.com**

Interested candidates are requested to send their application by hand or by registered post / speed post /e-mail within the time specified. No application shall be received after the above mentioned time. Receipt of application from a candidate will not mean selection for any post. Short listed candidates may have to appear for written test or Viva-voce or both. The candidates who will be shortlisted will be informed by means of email.

Sd/-
Chairman,
Dum Dum Municipality
44, Dr.S.Das Sarani, Kol-28

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:

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Signature of the Candidate

ADMIT CARD

TO BE FILLED IN BY THE CANDIDATE

Name of the post applied for:-

1) Name:-

2) Father's Name:-

3) Postal Address:

4) Date of Birth:

Attach
Passport size
Photo
(Self-attested)

Signature of the Candidate

TO BE FILLED IN BY THEULB

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, Educational Qualification & NOC from concern Authority if applicable

Date -