



No- 335-16

Date 30/11/15

NOTICE

Applications are invited for the following post as Support Staff and Experts under NULM

Sl No	Name of the Post	No of Post	Qualification/Experience	Contractual Remuneration per month	Age Limit
1	Manager-Social Development and Infrastructure	1	Educational Qualification: Bachelor degree in Social Science preferably in Social work/Sociology/Economics/Management Experience: 2-3 years practical experience of working in Social Development work with poverty reduction programmes. Other Qualifications: Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference . Fluency of English and Bengali or Local languages of West Bengal	Rs.50000/-	40 years as on 01.04.2014
2	Manager-Skills Micro Enteprise, MIS & ME	1	Educational Qualification: Bachelor degree in Social Science preferably in Social work/Sociology/Economics/Management Experience : 2-3 years pratical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME. Other Qualification: Proficient with MS Office, Strong Analytical Skills; Experience of working with Government 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. Fluency of English and Bengali or Local languages of West Bengal	Rs.50000/-	40 years as on 01.04.2014
3	Accountant	1	(i) Bachelor degree in Commerce (ii)At least three year experience in working in any organization of the Govt Society, firm association etc. (iii) Proficiency in MS Ward (Word , Excel , Power Point Etc)	Rs.14000/-	18 -40 as on 1.4.2015
4	Dealing Assistant cum Data Entry Operator	1	(i) 10+2 in any discipline and at least 6 months course in Basic Computer	Rs.12000/-	18 – 40 as on 1.4.2015


Last date of application 18/12/2015 up to 4:00 PM

Application to be submitted to the Chairman, Halisahar Municipality, PO- Halishar, Dist- North 24 Parganas, pin 743134, Email id: halisaharmycity@yahoo.co.in, Website: www.halisaharmunicipality.org

Period of Engagement for Post No. 1 & 2 is for 2 years at a time alongwith the provision of subsequent renewal after every one year based on satisfactory performance. For Post No. 3 & 4 initial engagement is for 1 year with subsequent renewal after every one year based on satisfactory performance.

Method of test will be interview for posts under SI No.1 & 2 and written test alongwith interview for posts under SI No. 3 & 4. All certificates in original is to be produced at the time of interview. All applications must contain duplicate certificates and testimonials.

Scope of work will be as per guideline of the Govt.of West Bengal and Halisahar Municipality.


Chairman
Halisahar Municipality