



Hooghly-Chinsurah Municipality

Mahendra Mitra Road, Pipulpati, PO & Dist. - Hooghly, West Bengal.

Tel.: (033) 2680-2899/2319, TeleFax. (033) 2680-6091

Website:-www.hcm.net.in & E-mail id:-hooghch@yahoo.com

Memo no 3713 /Gen-E.O.

Date 04-09-2015

From:- The Chairman,
Hooghly Chinsurah Municipality

To:- The Joint Secretary,
Government of West Bengal,
Department of Municipal Affairs,
Writers Buildings, Kolkata-700001

Speed Post/ Regd. with A/D

Sub:- Request for taking necessary arrangement for displaying the Employment Notice in the department website.

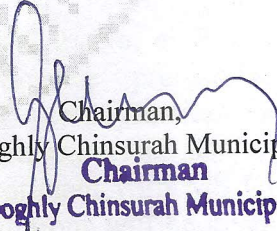
Sir,

I am enclosing herewith the Employment Notice vide no:-002/NULM/HCM dated 03.09.2015 in connection with engagement of 01 no post of Manager-Social Development and Infrastructure & 01 no post of Manager--Skills Micro Enterprises MIS & ME under NULM in Hooghly Chinsurah Municipality.

You are requested to take necessary arrangement on urgent basis for displaying the same in the department website.

Yours faithfully,

Encl:-01 Copy Employment Notice.


Chairman,
Hooghly Chinsurah Municipality
Chairman
Hooghly Chinsurah Municipality
04/09/2015



Hooghly-Chinsurah Municipality

Mahendra Mitra Road, Pipulpati, PO & Dist. - Hooghly, West Bengal.

Tel.: (033) 2680-2899/2319, TeleFax. (033) 2680-6091

Website:-www.hcm.net.in & E-mail id:-hooghch@yahoo.com

No:-002/NULM/HCM

Dated 3rd day of September,2015

-: Employment Notice:-

Applications are invited from the eligible candidates for engagement of 01 (one) no Manager-Social Development and Infrastructure & 01 (One) no Manager-Skills Micro Enterprises MIS & ME under NULM in terms of the no.765/MA/P/C-10/3S-10/2013 date 17.11.2014 issued from the Special Secretary to the Government of West Bengal, Department of Municipal Affairs, Writers Buildings,Kolkata-700001.The Educational Qualification, Working Experience ,Other Qualification,Remunarataion,Period of engagement, Age & other desired qualification post wise is given below:-

- 1) **Name of the Post:-** Manager-Social Development and Infrastructure 2) **No. of Post:-**01(One) 3) **Educational Qualification:-** Bachelor degree is Social Science preferably in Social work/Sociology/Economics/Management. 4) **Experience:-** - 2-3 years practical experience of working in Social Development works with poverty reduction programmes. 5) **Other Qualifications:-** 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 languages of West Bengal 6) **Age:-** Upper age limit 40 years as on 01.04.2014 7) **Remuneration:-** Rs.50,000.00 (Rupees Fifty thousand only) per month 8) **Period of Engagement:-** Maximum 02 years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement 9) **Scope of Work:-** The person select for the position will assist the City Project Officer ,CMMU in operatinalizing the respective components of NULM at the City level. The incumbent will directly report to the City Project Officer,CMMU.The person should have good command on writing and specking both in English and Bengali. 10) **Method of Test:-** Written Test(if bulk application received & for short listing only) / Interview & Computer Proficiency Test.
- 2) **Name of the Post:-** Manager-Skills Micro Enterprises MIS & ME 2) **No. of Post:-**01(One) 3) **Educational Qualification:-** Bachelor degree is Social Science preferably in Social work/Sociology/Economics/Management. 4) **Experience:-** - 2-3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME. 5) **Other Qualifications:-** i) Proficient with MS Office, Strong Analytical Skills . Experience of working with Government Institutions will be given preference. ii) 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.iii) Fluency of English and Bengali or local languages of West Bengal 6) **Age:-** Upper age limit 40 years as on 01.04.2014 7) **Remuneration:-** Rs.50,000.00 (Rupees Fifty thousand only) per month 8) **Period of Engagement:-** Maximum 02 years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement. 9) **Scope of Work:-** The person select for the position will assist the City Project Officer ,CMMU in operatinalizing the respective components of NULM at the City level. The incumbent will directly report to the City Project Officer,CMMU.The person should have good command on writing and specking both in English and Bengali 10) **Method of Test:-** Written Test(if bulk application received & for short listing only) /Interview & Computer Proficiency Test.

Willing candidates are requested to send their applications to this office through postal service or municipal main building Dropping Box From 11.00A.M. to 3.00P.M. Monday to Friday (Except Sunday & Govt Holiday's). Candidates are requested to write over the envelop for which post they applied for (Compulsorily).Separate application required for each post. Application must be sent to the under noted address:-


The Chairman,
Hooghly Chinsurah Municipality,
Mahendra Mitra Road, Pipulpati, P.O & Dist-Hooghly, Pin-712103.

N.B:- i) Self Attested copy of Age Proof, Qualification Certificate & Certificate of Working Experience are required with the application.

ii) The authority is not liable for any kind of postal delay or any cause.

iii) No interim quarries will be entertained in this matter

iv) Last Date of Receiving Application is 30.09.2015.


Chairman,
Hooghly Chinsurah Municipality
Chairman
Hooghly Chinsurah Municipality