

Office Of The Municipal Councillors

Jalpaiguri Municipality

Office Phone : 03561-230050

No.....M

Date 201

Notification of Vacancy

Employment Notice 2615 / JNL

Dated: 18.12.2015

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement of Specialists /Experts for the following posts under Jalpaiguri Municipality for City Mission Management Unit(CMMU) under Nation 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 Jalpaiguri Municipality.

Sl.No.	Name of Post	Qualification / Experience / Remuneration
1	Manager-Social Development Infrastructure (Unreserved)	a)No. of posts- 1 b)Educational Qualification: Bachelor degree in Social Science preferably in Social Work /Sociology/Economics/Management from Government recognized college. c) Experience: 2-3 years of practical experience of working in social development work with poverty reduction programmes. d)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.
2	Manager- Skills Micro Enterprises MIS & ME. (Unreserved)	a)No. of posts- 1 b)Educational Qualification: Bachelor degree in Social Science preferably in Social Work /Sociology/Economics/Management c) Experience: 2-3 years of practical experience of working in implementation of skill training and placement and Programmes designing and implementation MIS & ME, d)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 given preference. iii) Fluency of English and Bengali or Local Languages of West Bengal.

Office Of The Municipal Councillors

Jalpaiguri Municipality

Office Phone : 03561-230050

No.....M

Date 201

Terms and Conditions are noted below-

- **Remuneration:-** Monthly contractual consolidated remuneration for each post will be Rs 50,000 /- (Rupees fifty thousand only).
- **Mode of Selection:-** Through written test and viva- voce. Only shortlisted candidates will be called during selection . Selection will be done on competitive basis.
- **Age:-** The upper age limit of the specialists/ experts to be engaged will be 40 years as on 01.04.2014.
- **Last date for submission of application:** Application in close envelope super scribing The Post Apply for "....." should reach to the Jalpaiguri Municipality office by due date i.e. 07.01.2016 up to 5 pm. The address and e-mail ID for submission of application is

To:-

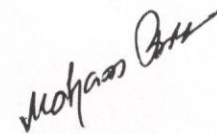
The Chairman,
Jalpaiguri Municipality,
P.O & Dist:- Jalpaiguri,
Pin-735101

And

e-mail id- jalpaigurimunicipality@gmail.com

- 1) **Documents to be attached:-** Self-attested photocopies of all documents in support of Age, Educational Qualification , Experience Certificates, Two Copy recent Passport Size Photograph, One self attested address envelope with requisite stamp of Rs.40/-

Applicant shall apply in prescribed format which is attached with this notification.



Chairman

Jalpaiguri Municipality

18, 12, 2015

6.2 Permanent Address (IN CAPITAL LETTER)

8) Contact number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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:

.....
Signature of the Candidate