

OFFICE OF THE COUNCILLORS OF  
KHARAGPUR MUNICIPALITY  
JHAPETAPUR, KHARAGPUR, PASCHIM MEDINIPUR.

Email: [cmkgpmppty@gmail.com](mailto:cmkgpmppty@gmail.com)

Phone : 03222-257080

Memo No.: 218 & 1/K.M.

Date: 24/09/15

**VACANCY ANNOUNCEMENT FOR ENGAGEMENT OF SPECIALISTS UNDER 'NATIONAL URBAN LIVELIHOOD MISSION' ON CONTRACT BASIS AT KHARAGPUR MUNICIPALITY.**

Applications are invited from eligible candidates for the following posts:

1. Manager - Social Development and Infrastructure
2. Manager - Skills Micro Enterprises, MIS & ME .

- The minimum academic qualifications, competencies & work experiences required for the posts, the range of responsibilities to be discharged and the consolidated monthly remuneration are mentioned in Table below
- The candidates who do not have the required academic qualifications, competencies and work experiences mentioned and who do not have capacities to discharge the responsibilities need not apply. Applications received from candidates not having the minimum academic qualifications, competencies and work experiences will be summarily rejected.
- Upper limit of age for the posts is 40 years.
- Application has to be made in the prescribed Application Form (attached with this notification) only. A candidate must apply for one post only. Candidates must submit, along with applications, attested copies of all documentary evidences in support of their academic qualifications and work experiences and No Objection Certificate from the present employer. The Application Form will have to be filled up on the basis of facts which they will have to substantiate subsequently showing the originals during the selection process, failing which their candidature will be cancelled.
- The candidates must be agreeable to work anywhere as per needs of the Department and must be people-friendly and having serving attitude and capacity to work in a team and on project mode. Those unable to join immediately after selection need not apply.
- The applications must be complete in all respects. Incomplete applications will be summarily rejected.
- Each application in sealed cover must reach within **13<sup>th</sup> October, 2015** (before 3-00 PM ) positively.
- Applications must be send through registered post / speed post / courier / by hand addressing to The Chairman, Kharagpur Municipality, Jhapetapur, Kharagpur, Paschim Medinipur, Pin – 721301. Application received after the stipulated date and time will not be considered for selection. The envelope containing the application form must be superscripts "Application for



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the post of ..... (mention name of the post) under the  
NULM, Kharagpur Municipality”

- Only shortlisted candidates will be called during selection. Selection will be done on competitive basis
- Decision of the competent authorities in Project shall be final in the matter of selection of eligible candidates. Authority reserves the right to cancel all /any application without assigning any reason. Canvassing in any manner shall lead to disqualification of candidature.
- No TA/DA will be paid to the candidates for appearing at the selection test/interview.



Chairman

Kharagpur Municipality.

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<b>TABLE</b>			
<b>Name of Post</b>	<b>Educational Qualification</b>	<b>Practical Experience</b>	<b>Other Qualification</b>
Manager-Social Development and Infrastructure	Bachelor degree in Social Science preferably in Social work/ Sociology / Economics/ Management	2 -3 years in social development work with poverty reduction programme	Proficient with MS Office, Strong Analytical Skill. Fluency of English, Bengali and Hindi.
Manager-Skills Micro Enterprises, MIS & ME	Bachelor degree in Social Science preferably in Social work/ Sociology / Economics/ Management	2-3 years in implementation of skill training and placement programmes and also designing and implementation of MIS & ME	Proficient with MS Office, Strong Analytical Skill. Very good documentation skills and very good at preparation of reports. Fluency of English, Bengali and Hindi. Proficient with Project Management Software, Database Management System will be given preference.

The monthly contractual remuneration for each post will be Rs.50,000/-(Rupees fifty thousand only) with each engagement period of maximum two years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance. The upper age limit for all the posts is 40 years as on 01.04.2014. Experience of working with Government Institution will be given preference.



  
Chairman

**Kharagpur Municipality.**

# APPLICATION FORM

*(Relevant attested documents for educational qualifications and work Experiences and No Objection from present employer need to be attached with this application form and original documents will be checked at appropriate time to be notified in due course)*

*Please affix here your recently taken passport size photograph signed*

1. Name of the candidate (in Capital Letters):

2. Posts applied for:

3. Name of Father/Husband:

4. Date of birth:

5. Age as on 01.01.2014:

6. Sex:

7. Nationality

8. Religion:

9. Caste (Gen/SC/ST/OBC):

10. Postal Address:

11. E-mail address (Mandatory):

12. Contact No:

12. Educational Qualification:

<b>Name of Examination</b>	<b>Year of Passing</b>	<b>% of Marks</b>	<b>Subjects</b>	<b>Board/ University</b>
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Others, if any				

13. Details of Relevant Work Experience (Starting with the current or most recent one) (Add more cells and pages if required)

Sl. No.	Organisation/Office	Post Held	From	To	Total Period (Years & months)
	Major responsibilities/tasks performed				
	Major responsibilities/tasks performed				
	Major responsibilities/tasks performed				
	Major responsibilities/tasks performed				
	Major responsibilities/tasks performed				
	<b>Total experience</b>				

14. Current Salary in Rupees (per month):  
(Inclusive of all components)

15. Whether the present organization will release immediately (in case contractual engagement is offered) : Yes / No (Indicate with ✓/mark):

I do hereby certify that all the details stated above are true and that in case any information proves false my candidature will be liable to be cancelled.

Date:

Full Signature:.....

Place: