



MAHESHTALA MUNICIPALITY

MAHESHTALA SOUTH 24 PARGANAS

Phone : 2490-1651, 2490-3389

Fax :- 2490-9296, Email : maheshtalamunicipality@gmail.com

Employment Notice No.002/MM/NULM

Notice of Vacancy

Application in the “Prescribed Format“ is invited from the eligible candidates for purely contractual engagement of Specialists/Experts/Accountant/Dealing Assistant cum Data Entry Operator/Multi Tasking Helper/ Community Organiser under NULM (National Urban Livelihood Mission) at Maheshtala Municipality for maximum period of two years for the Experts and one year for others along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under NULM under Maheshtala Municipality.

Sl. No.	Name of post	Qualification / Experience / Remuneration
1	Manager Social Development Infrastructure	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 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 e) Rs.50,000/- month
2	Manager, Skills and Livelihood	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 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 e) Rs.50,000/- month
3	Manager, Financial Inclusion and Micro Enterprise	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 programmes / Credit Linkages and Social Security and /or Micro enterprises promotion in poverty reduction programmes / financial institutions d)Other Qualifications: i) Proficient with MS office, Strong Analytical Skills, Experience of working with Government Institutions will be given preferenceii) Fluency of English and Bengali or Local Languages of West Bengal e) Rs.50,000/- month

Sl. No.	Name of post	Qualification / Experience / Remuneration
4	Accountant	i) Bachelor degree in Commerce ii) At least three year experience in working with any organization of the Govt. society, firm, association etc. iii) Proficiency in Ms-Office (Word, Excel, Power Point etc.) iv) Age 18-40 years as on 01/04/2015 v) Rs.14,000/- month
5	Data Entry Operator	i) 10+2 in any discipline and at least 6 month course in Basic Computer ii) At least two year experience in working with any organization of the Govt. society, firm, association in data entry and related works in relevant field. iii) Proficiency in internet operations, e-mailing and Ms Office (Word, Excel, Power Point etc.) iv) Age 18-40 years as on 01/04/2015 v) Rs.12,000/- month
6	Group D	i) Madhyamik of equivalent exam pass ii) At least two working experience in any organization in related field iii) Age 18-40 years as on 01/04/2015 iv) Rs.10,000/- month
7	Community Organiser	i) 10+2 in any discipline ii) 3-5 years experience in working with community on social development iii) Proficiency in Ms Office (Word, Excel, Power Point etc.) is preferable iv) iii) Age 18-40 years as on 01/04/2015 iv) Rs.10,000/- month

Terms and Conditions are noted below :-

- The upper age limit of the specialists/ experts to be engaged in CMMU will be 40 years as on 01.04. 2015
- Contractual monthly remuneration for each post will be as follows :-
- Candidates must furnish the self-attested photocopies of all testimonials and certificates issued by the competent authority along with the application.
- Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
- Candidates should enclose self-attested photocopy of the age proof certificate with the application.
- Application shall be made in single post. Application made in group of posts shall be liable to be rejected.
- 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 under NULM”.

- Application should reach on the following address or by hand or by Speedpost/Courier so as reach by 28th December 2015. Late receipt by Speedpost/Courier shall not be entertained and shall be rejected. Address : Maheshtala Municipality, Maheshtala, Kolkata 700141.
- Candidates are requested to view the Website of Municipal Affairs Department (www.wbdma.gov.in) and of CMU (www.changeekolkata.org) and www.maheshtalamunicipaity.in for further details.
- Last date of submission of application is 28/12/2015 upto 4 pm.
- The contractual engagement shall not entitle any right of permanent/temporary absorption in the service of Maheshtala Municipality after the contractual terms expire.



Chairman
Maheshtala Municipality



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APPLICATION FORM

APPLICATION No.
(FOR OFFICE USE ONLY)

CMMU/MM/NULM/

To
The Chairman,
Maheshtala Municipality,
Maheshtala,
Kolkata – 700141

Photo

Passport size
photograph to be
pasted with full
signature

Sir,

Application for the post of..... at City Mission Management Unit, Maheshtala Municipality under NULM (National Urban Livelihood Mission).

1) Name (IN CAPITAL LETTER):

2) Father's/Husband's Name (IN CAPITAL LETTER):

3) Gender

Male		Female	
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4) Date of Birth

D	D	M	M	Y	Y	Y	Y

5) Nationality

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6) Address

6.1 Address for Correspondence (IN CAPITAL LETTER) :

.....
.....
.....

Town/City, State

PIN

6.2 Permanent Address (IN CAPITAL LETTER) :

.....
.....
.....

Town/City, State

PIN

7) Contact Details :

- i) Mobile :
- ii) Residence :
- iii) E-mail ID :

8) Academic Qualification :

Sl. No.	School/Board/University/Inst.	Degree / Diploma	Year of Passing	Duration	Percentage of marks obtained

9) Additional Qualification(If any):

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10) Present Occupation (If any):

- a) Designation :
- b) Name & Address of Employer /Organization :
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11) Experience :

Sl. No.	Name of the Organisation	Name of the post	Experience		Whether the job is permanent/contractual	Nature of work done	Experience certificate enclosed (Y/N)
			Year	Month			

12) Language Known:

Language	Reading	Writing	Speaking

13) Check List of documents (Put Tick mark in the Box)

Sl. No.	Documents	Y/N	No. of documents enclosed (self-attested Photocopies)
1	Proof of age		
2	Proof of Academic qualification		
3	Proof of work experience		
4	Copies of recent passport size photographs		
5	No objection certificate from the present Employer		
6	Copy of Employment Exchange Card, 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 documents in original 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 engagement shall be liable to be terminated and appropriate legal action shall be taken against me.

Date :

Place :

.....
Full signature of the Candidate

Received a sealed envelop from Sri/Smt. of
..... for the Post of
in the CMMU, NULM, Maheshtala Municipality (Content not verified).

Date :
Time :

Receiver's signature