

EMPLOYMENT NOTICE

West Bengal State Urban Livelihood Mission, Government of West Bengal

NOTICE No.WBMAD/SUDA/DIR/05/2015-16 Dated : 16.11.2015

1. Application as per following format is invited from the eligible candidates for engagement of following Specialists/ Experts at State Mission Management Unit (SMMU) under National Urban Livelihood Mission (NULM), purely on contractual basis, initially for a period of one year with a scope of subsequent renewal after every one year based on satisfactory performance.
2. The post with qualification & experience is furnished below :
 - I. **State Mission Manager – HR & Capacity Building** (To be designated as Team Leader)
 - a. No. of posts : One
 - b. **Educational Qualifications & Experience** : Two year full time Post Graduate Diploma in Management/ MBA or Masters in any relevant discipline with 3 years of experience or Graduate from Government recognised Institutes with 5 years of experience in training and capacity building work with State Level project, in urban areas.
 - c. **Competencies** :
In addition to the competencies as mentioned in the guideline the person should have acknowledged capabilities in client management & negotiation skills;
Fluency in English and Bengali or local languages of West Bengal
 - II. **State Mission Manager – Social Mobilisation & Institution Development**
 - a. No. of posts : One
 - b. **Educational Qualifications & Experience** : Two year full time Post Graduate Diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from Government recognised Institutes with 5 years of experience in Social Development Work with poverty reduction programmes of considerable size and scale, preferably in urban areas.
 - c. **Competencies** :
Competency level as per guidelines of NULM;
Fluency of English and Bengali or local languages of West Bengal
 - III. **State Mission Manager – Shelters & Social Infrastructures**
 - a. No. of posts : One
 - b. **Educational Qualifications** : Graduate in Civil Engineering with 3 years experience or Diploma in Civil Engineering.

- c. **Experience** : 5 years in Poverty Reductions Programme involving Social Development & Establishment/ Monitoring/ Maintenance of Community Infrastructure preferably in urban areas.
- d. **Competencies** :
 - Competency level as per guidelines of NULM;
 - Fluency of English and Bengali or local languages of West Bengal

IV. State Mission Manager – Financial Inclusion & Micro-Enterprises

- a. No. of posts : One
- b. **Educational Qualifications & Experience** : Two year full time Post Graduate Diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from Government recognised Institutes with 5 years of experience in dealing with credit linkages, Social Security and/or Micro-enterprises promotion in poverty reduction programmes/ Financial Institutions preferably in urban areas.
- c. **Competencies** :
 - Competency level as per guidelines of NULM;
 - Fluency of English and Bengali or local languages of West Bengal

V. State Mission Manager – Skills & Livelihoods

- a. No. of posts : One
- b. **Educational Qualifications & Experience** : Two year full time Post Graduate Diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from Government recognised Institutes with 5 years of experience in implementation of skill training and placement programmes with considerable size and scale in urban areas.
- c. **Competencies** :
 - Competency level as per guidelines of NULM;
 - Fluency of English and Bengali or local languages of West Bengal

VI. State Mission Manager – Management Information System & Monitoring & Evaluation

- a. No. of posts : One
- b. **Educational Qualifications** : Two year full time Post Graduate Diploma in Computer Science/ MCA from Government recognised Institute/ University.
- c. **Experience** : At least 5 years in designing and implementation of MIS & ME for development projects, preferably in poverty reduction project.
- d. **Competencies** :
 - In addition to the competencies as mentioned in the guideline proficiency in Power Point, MS Access and MS Excel is required;
 - Fluency of English and Bengali or local languages of West Bengal

3. Terms and Conditions :

- (a) The upper age limit is 40 years as on 1st April, 2015.
- (b) Contractual monthly remuneration for each post is Rs.60,000/- (rupees sixty thousand) only.
- (c) Candidates must furnish the self attested copies of all testimonials and certificates issued by the competent authority along with the Application Form including age proof document.
- (d) Recent Passport Size Photograph with signature of the candidate on the photograph to be pasted on the Application Form in the given space and another Passport Size Photograph to be enclosed separately with the Application Form.
- (e) On the cover of the Application Form, following shall be mentioned :
“Application for the post of for SMMU under NULM in West Bengal”.
- (f) Candidate should apply in the enclosed Application Form to be downloaded from the website in A4 size paper.
- (g) **Last date of submission of application is 30th November, 2015 upto 3.00 P.M.**
- (h) Complete Application with necessary support document in Sealed Cover to be submitted either by hand or by registered/ speed post/ courier service to the **Mission Director, WBSULM, State Urban Development Agency, ILGUS Bhavan, H-C Block, Sector-III, Salt Lake City, Kolkata-700106** within the last date and time mentioned above in all the days (except Sunday & Govt. Holidays). Application by any other means will not be accepted.
- (i) Process of selection will be intimated to the applicant in due course.
- (j) NOC to be submitted by the applicants working presently in any organisation under Govt. of West Bengal.

For details, please visit website of Municipal Affairs Department (www.wbdma.gov.in) and/or Change Management Unit (www.changekolkata.org).


Mission Director,
WBSULM

7) Contact Details:

i) Mobile:

ii) Residence:

iii) E-mail id:

8) Academic Qualification:

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

9) Additional Qualification(If any):

10) Present Occupation (If any):

a) Designation.....

b) Name & Address of Employer / Organization.....

.....

11) Experience :

| Sl. No | Name of the Organization | 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 (Photocopies) |
|---------|--|-----|---|
| 1 | Proof of age | | |
| 2 | Proof of Academic qualification | | |
| 3 | Proof working experience | | |
| 4 | Copies of recent passport Size photographs | | |
| 5 | No objection from present employer | | |

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 likely to be terminated.

Date:

Place:

.....
Full Signature of the Candidate

Received a seal envelop from Sri/Smt. of

..... for the Post ofin the SMMU, NULM,
West Bengal (Content not verified).

Date:

Time:

Receiving Assistant