

RAJPUR – SONARPUR MUNICIPALITY

P.O. – HARINAVI, SOUTH 24-PARGANAS, Kolkata 148

Ref.....

Date.....



Engagement Notice

Notice No:979/RSM/15

Date:04-09-2015

The Rajpur-Sonarpur Municipality is going to engage 3(three) Specialists/ Experts at the City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) on contractual

basis. Name of the posts are : 01) Manager-Social Development and Infrastructure.

02) Manager- Skills & Livelihoods.

03) Manager- Financial Inclusion & Micro Enterprises.

Contractual Monthly Gross Remuneration for each post will be ₹ 50,000 (Rupees fifty thousand only).

The period of engagement for each post is one year. Subsequent renewal may be made based on the satisfactory performance appraisal.

The engagement for each post will be made on the basis of a written test followed by an interview.

Applications are invited from the eligible candidates for the above said posts.

Eligibility : (01) The applicants must be the Citizen of India.

(02) Each applicant must apply for one post only.

(03) The upper age limit in each case is 40 years as on 01-04-2014.

(04) Qualifications/ Experiences:

Sl. No.	Name of Post	Qualification/ Experience
01.	Manager-Social Development and Infrastructure	<p>Educational Qualifications: Bachelor degree in Social Science preferably in Social work/Sociology/Economics/Management.</p> <p>Experience: 2-3 years practical experience of working in Social Development work with poverty eradication programmes.</p> <p>Other Qualifications:</p> <p>(i) Proficient with MS Office ,Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</p> <p>(ii) Fluency in English and Bengali or local languages of West Bengal .</p>
02.	Manager-Skills & Livelihoods	<p>Educational Qualifications: Bachelor degree in Social Science preferably in Social work/Sociology/Economics/Management.</p>

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		<p>Experience: 2-3 years practical experience of working in implementation of skill training and placement programmes.</p> <p>Other Qualifications:</p> <p>(i) Proficient with MS Office ,Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</p> <p>(ii) Fluency in English and Bengali or local languages of West Bengal.</p>
03.	Manager-Financial Inclusion & Micro Enterprises	<p>Educational Qualifications: Bachelor degree in Social Science preferably in Social work/Sociology/Economics/Management.</p> <p>Experience: 2-3 years practical experience of working in Social Development work with poverty eradication programmes/Credit Linkage, Social Security and / or Micro enterprises promotion in poverty eradication programmes/financial institutions</p> <p>Other Qualifications:</p> <p>(i) Proficient with MS Office ,Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</p> <p>(ii) Fluency in English and Bengali or local languages of West Bengal.</p>

Written application in stipulated proforma must be submitted directly in the Drop Box placed at the Head Office of Rajpur-Sonarpur Municipality at Harinavi within 05.10.2015, 04:00 P.M. along with the followings :-

- (i) self-attested copies of age proof(Madhyamik Admit Card),educational qualifications, working experiences and other qualifications
- (ii) NOC from the proper authority in case of the applicant working at any Institute or Organisation under the West Bengal Government.
- (iii) Two recent passport size photographs (coloured) one of which is to be pasted on the application form and other is to be attached with the application form.
- (iv) Self attested copies of Voter I.Card/Adhar Card

No applicant will be allowed to submit his application after 04:00P.M. of 5th October, 2015.


 09/09/15
 Dr. Pallab Das
 Chairman
 Rajpur-Sonarpur Municipality

Chairperson
 &
 Administrator
 Rajpur-Sonarpur Municipality

10. Male/Female (Please Tick)

11. Married/Single (Please Tick)

12. Educational Qualifications:- (Madhyamik,H.S.,Graduation and Onwards)

Exams Passed	Year of Passing	Board/University	Full Marks	Marks Obtained	% of Marks Obtained	Subjects Studied	Remarks

13. Other Qualifications:-(Please Specify)

14. Experiences:-(Please Specify)

15. Contact Numbers:-.....(Land No.),.....(Mb. No.)

16. Email ID.....

17. Declaration:- I do hereby declare that all the statements as mentioned in the above application are true, complete and correct.

Date:

Place:.....
Signature of the Applicant

(FOR OFFICIAL USE ONLY)

Received the application from.....son/daughter of.....
for the post ofat the City Mission
Management Unit (CMMU) under National Urban Livelihood Mission (NULM) on.....

Date:
Signature of the Authority