



## OFFICE OF THE BOARD OF COUNCILLORS OF TITAGARH MUNICIPALITY

No. ...481/TM/15..

From:

**Shri Prashanta Chowdhury**  
Chairman, Titagarh Municipality

Date: Titagarh, the 25<sup>th</sup>. August, 2015.

To  
The Director,  
State Urban Development Agency,  
ILGUS Bhawan, H-C Block,  
Sector-III, Bidhannagar,  
Kolkata – 700106.

**Sub: Request for uploading the enclosed Notification No.R-NULM/1/15-16 dated 25.08.2015 regarding engagement as Specialists/Experts at City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) at Titagarh Municipality on contractual basis.**

Sir,

This is to inform you that for the purpose of engagement of Specialists/Experts at City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) at Titagarh Municipality on contractual basis, this Municipality has issued NOTIFICATION No. R-NULM/1/15-16 dated 25.08.2015 for the following posts, the copy of which is enclosed for uploading of the same in your website : [www.wburbandev.gov.in](http://www.wburbandev.gov.in) as mentioned in our said Notification.

Sl.No.	Name of the post	No. of Posts
1	Manager - Social Development and Infrastructure.	01
2	Manager - Skills Micro Enterprises, MIS & ME	01
	<b>Total</b>	<b>02</b>

Your kind co-operation in the matter is solicited.

Thanking you,

Yours faithfully,

*Prashanta Choudhury*

Chairman,  
Titagarh Municipality  
Chairman  
TITAGARH MUNICIPALITY

Encl: Copy of Notification, as stated above.

## OFFICE OF THE BOARD OF COUNCILLORS OF TITAGARH MUNICIPALITY

1, B.T. Road, Titagarh, North 24-Parganas, Kolkata – 700119.

Date: 25<sup>th</sup>. August, 2015.

NOTIFICATION No. R-NULM/1/15-16

Applications are invited from Indian citizens for engagement of Specialists/Experts at City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) at Titagarh Municipality for the following posts.

Name of the post	No. of Post	Educational Qualification & Working Experience for the post	Contractual monthly remuneration & duration of appointment	Upper age limit as on 01.04.2014	Scope of work	Method of Test	Address & E-mail I.D. for submission of application	Last date & time for submission of application
Manager - Social Development and Infrastructure	01	<p><b>Educational Qualification :</b>                      Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/Management</p> <p><b>Experience :</b> 2 - 3 years practical experience of working in Social Development work with poverty reduction programmes.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ Proficient with M.S. Office, Strong Analytical Skills; Experience of working with Govt. Institutions will be given preference.</li> <li>➤ Fluency of English &amp; Bengali or local</li> </ul>	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 appraisal along with enhancement.	40 yrs.	<p>The person selected for this position will assist the City Project Officer, CMMU in operationalizing the respective components of NULM at the city level. The incumbent will be directly reportable to the City Project Officer, CMMU. The other details of scope of work are as follows :</p> <ol style="list-style-type: none"> <li>1. Ensure that city adheres to the guidelines prescribed by NULM.</li> <li>2. Develop work plan for implementation of Social mobilisation component for the city.</li> <li>3. Responsible for the SM&amp;ID, USVs &amp; SUH targets of the city with respect to community</li> </ol>	<p>Written test will be of 100 marks comprising of 50 marks for subjective test, 25 marks of English test &amp; 25 marks for general knowledge followed by Viva Voce of 50 marks comprising of 30 marks for Viva-Voce &amp; 20 marks for Computer Test.</p>	<p>The Chairman, Titagarh Municipality, 1, B.T. Road, P/O. Titagarh, P/S. Khardah, Distt. North 24-Parganas, Kolkata – 700119.</p> <p><b>e-mail I.D.:</b>                      titagarh2007@yahoo.com</p>	28.09.2015 upto 5.00 p.m.



*Handwritten signature and date: 25/08/15*

		languages of West Bengal.			<p>mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.</p> <p>4. Ensure the SHGs, ALF and CLF structures are established in the city.</p> <p>5. Responsible for providing need based Technical Assistance to Community Organisers (COs).</p> <p>6. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation agenda in implementing of NULM.</p> <p>7. Ensure reporting of the Social mobilisation and institution Development component.</p> <p>8. Work closely with other Managers at the city level for successful implementation of NULM.</p> <p>9. Perform any other related tasks assigned by the City Project Officer, CMMU.</p>			
Manager - Skills Micro Enterprises MIS & ME	01	<p><b>Educational Qualification :</b> Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/ Management</p> <p><b>Experience :</b> 2 - 3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS &amp; ME.</p>	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 appraisal along with enhancement.	40 yrs.	<p>The person selected for this position will assist the City Project Officer, CMMU in operationalizing the respective components of NULM at the city level. The incumbent will be directly reportable to the City Project Officer, CMMU. The other details of scope of work are as follows :</p> <p>1. Ensure that the city adhere to the EST &amp; P guidelines</p>	Written test will be of 100 marks comprising of 50 marks for subjective test, 25 marks of English test & 25 marks for general knowledge followed by Viva Voce of 50 marks comprising of	The Chairman, Titagarh Municipality, 1, B.T. Road, P/O. Titagarh, P/S. Khardah, Distt. North 24-Parganas, Kolkata - 700119.	28.09.2015 upto 5.00 p.m.

and  
25/08/15



**Other Qualifications:**

- Proficient with M.S. Office, Strong Analytical Skills; Experience of working with Govt. Institutions will be given preference.
- 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 be given preference.
- Fluency of English & Bengali or local languages of West Bengal.

- prescribed by NULM.
2. Prepare work plan for EST & P agenda, Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city & for monitoring of the components of NULM.
3. Responsible for the EST & P targets & for UFI & SEP targets of the city.
4. Ensure Identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved.
5. Responsible for providing need based Technical assistance to Cos.
6. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes and other relevant agencies.
7. Ensure reporting against KRAs.
8. Work closely with other Managers at the city level for successful implementation & monitoring of NULM.
9. Ensure the bank linkages for SHGs and its members at the city level.
10. Facilitate access to credit for micro enterprises set up by the urban poor at the city level.
11. Arranging for appropriate linkages with relevant agencies/

30 marks for Viva-Voce & 20 marks for Computer Test.



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				<p>departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM.</p> <p>12. Responsible for ensuring proper implementation of MIS at the city level, compilation of information at the city level and submission of the same to the state.</p> <p>13. Undertake real time monitoring of the scheme at the city level.</p> <p>14. Responsible for timely submission of information to state.</p> <p>15. Adhere to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level.</p> <p>16. Perform any other related tasks assigned by the City Project Officer, CMMU.</p>		
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The applicants are advised to note the following :

1. The aforesaid posts are under UNRESERVED category.
2. The candidates ,who do not have the required academic qualification, competencies and work experience mentioned above and who do not have capabilities to discharge the responsibilities, need not apply. Applications received from candidates not having the minimum academic qualifications, competencies and work experience will be summarily rejected.



*Adm*  
25/08/15

3. 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 application, self attested copies of all documentary evidences in support of their academic qualification and working experience and no objection certificate from employing authority. 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.
4. 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.
5. The applications must be completed in all respects. Incomplete applications will be summarily rejected.
6. Each application in sealed cover through Registered Post addressing to the Chairman, Titagarh Municipality, 1, B.T. Road, P/O. Titagarh, P/S. Khardah, Distt. North 24-Parganas, Kolkata-700119 must reach to this office within last date & time mentioned above. "Application for the post of .....(mention name of the post) under NULM, CMMU, Titagarh Municipality" should be written on the envelope containing the filled in application form. Moreover, the candidates may send their application in the prescribed Application Form attached with this Notification alongwith the scanned copies of documentary evidences, as stated above, at our e-mail I.D.: [titagarh2007@yahoo.com](mailto:titagarh2007@yahoo.com) within the stipulated date and time.
7. Only shortlisted candidates will be called during selection. Selection will be done on competitive basis.
8. 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.
9. No TA/DA will be paid to the candidates for appearing the written test/viva voce, etc.
10. This notification is available at our website : [www.titagarhmunicipality.org](http://www.titagarhmunicipality.org). and it will be also available in the website of SUDA ([www.wburbandev.gov.in](http://www.wburbandev.gov.in)) & in the website of S.D.O., Barrackpore ([www.barrackpore.gov.in](http://www.barrackpore.gov.in)). Further, open advertisement in some News papers and Employment news will be available shortly.

Encl: Prescribed Application Form.

*25.08.15*



*Prochanta Chandra*  
Chairman,  
Titagarh Municipality  
Chairman  
TITAGARH MUNICIPALITY

## APPLICATION FORM

(Relevant attested documents for educational qualification and working experience and No Objection from the employing authority need to be attached with this application form and original documents will be checked at appropriate time to be notified in due course)

**Titagarh Municipality**  
1, B.T. Road,  
P/O. Titagarh, P/S. Khardah,  
Distt. North 24-Parganas,  
Kolkata – 700 119.

Please affix  
here your  
recently taken  
passport size  
photograph  
duly singed

1. Name of the applicant (in Capital letters) : \_\_\_\_\_
2. Post applied for : \_\_\_\_\_
3. Father's/Husband's name : \_\_\_\_\_
4. Sex: \_\_\_\_\_ 5. Nationality : \_\_\_\_\_ 6. Religion: \_\_\_\_\_
7. Category [SC/ST/OBC/UR] : \_\_\_\_\_
8. Date of Birth : \_\_\_\_\_
9. Age : \_\_\_\_\_ year \_\_\_\_\_ Months as on 01.04.2014.
10. Postal Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. E-mail address (Mandatory) : \_\_\_\_\_
12. Contact No. : \_\_\_\_\_
13. Educational qualification:  
(Add more cell and pages, if required).

Name of Examination	Year of Passing	% of Marks	Subjects	Board/University

aw  
25/5/15



14. Other information if any: \_\_\_\_\_

15. Details of Relevant Working Experience (starting with the current or most recent one) (Add more cell and pages, if required).

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

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

17. Whether the present organization will release immediately  
(in case contractual engagement is offered) : YES/NO (indicate with right mark):

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

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Full Signature of candidate

*Am*  
25/08/15

