



OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT
RISHI BANKIM CHANDRA CHATTERJEE ROAD
BARASAT, KOLKATA - 700 124.

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Date: 14/08/2015

Adv. No. - BM/Emp/04

Notification for Engagement of Specialists/ Experts at CMMU under National urban Livelihood Mission (NULM) in Barasat Municipality, West Bengal

Barasat Municipality invites application from suitable candidates for the following posts:

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

1. 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.

2. 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.

3. Upper limit of age for the posts is 40 years as on 01.04.2014

4. Application has to be made in the prescribed Application Form (attached with this notification) 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 Authority if the candidate is presently engaged in service. 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.

5. 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.

6. The applications must be complete in all respects. Incomplete applications will be summarily rejected.

7. Each application in sealed cover addressing the chairman, Barasat Municipality, Rishi Bankim Chandra Chatterjee Road, Barasat, Kolkata-700124 must reach within **14/09/2015 (before 3-00 PM) positively**. Application may be sent by Registered post or may be submitted in the receiving of Barasat Municipality.

8. Applications reaching the above address after the stipulated date and time will not be considered for selection. "**Application for the post of** (mention name of the post) **under the NULM, Barasat Municipality**" should be written on the envelope containing the filled in application form.

9. Only shortlisted candidates will be called during selection. Selection will be done on competitive basis.

10. Decision of the City Level selection Committee 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.



11. No TA/DA will be paid to the candidates for appearing at the selection test/interview.

12. Scope of work: - The person selected for these positions will assist the City Project Officer, CMMU in operationalizing the respective components of NULM at the city level. The position is a contractual engagement, initially for two years. Renewal of contract is done every two years based on performance appraisal. The incumbent will directly report to the City Project Officer, CMMU. The person should have good command on writing and speaking both English and Bengali.

Key Responsibility Areas

a) Manager – Social Mobilization and Institution Development

1. Ensure that city adheres to the guidelines prescribed by NULM
2. Develop work plan for implementation of Social mobilisation component for the city
3. Responsible for the SM&ID, USVs & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.
4. Ensure the SHGs, ALF and CLF structures are established in the city
5. Responsible for providing need based Technical Assistance to Community Organisers (COs)
6. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation agenda in implementing of NULM
7. Ensure reporting of the Social mobilisation and institution Development component
8. Work closely with other Managers at the city level for successful implementation of NULM
9. Perform any other related tasks assigned by the City Project Officer, CMMU

b) Manager - Skills Micro Enterprises, MIS & ME

1. Ensure that the city adhere to the EST & P guidelines prescribed by NULM
2. Prepare work plan for EST & P agenda for the city
3. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies
4. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city
5. Responsible for the ensuring proper implementation of MIS at the city level, compilation of information at the city level and submission of the same to the state
6. Responsible for timely submission of information to state.
7. Undertake real time monitoring of information to state.
8. Undertake real time monitoring of the scheme at the city level
9. Responsible for providing need based Technical Assistance to Cos
10. Work closely with other Managers at the city level for successful implementation of NULM
11. Perform any other related tasks assigned by the City Project Officer, CMMU

Sd/-



Chairman
Barasat municipality
Chairman
Barasat Municipality

TABLE				
Sl.No.	No Of Post	Name of Post	Qualification & Experience	Consolidated Remuneration Per Month
1	1	Manager -Social Development and Infrastructure	<p>Educational Qualification: 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 reduction programmes.</p> <p>Other Qualifications: Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference. Fluency of English and Bengali or local languages of West Bengal.</p>	Rs.50,000/-
2	1	Manager - Skills Micro Enterprises, MIS & ME	<p>Educational Qualification: Bachelor degree in Social Science preferably in Social work/Sociology / Economics / Management.</p> <p>Experience: 2 - 3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME.</p> <p>Other Qualifications: Proficient with MS Office, Strong Analytical Skills; Experience of working with Government 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 and Bengali or local languages of West Bengal.</p>	Rs.50,000/-

(a) Contractual monthly 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 appraisal along with enhancement.

(b) The upper age limit of the specialists/experts to be engaged in CMMU will be 40 years as on 01.04.2014

APPLICATION FORM

Relevant attested documents of educational qualifications and work Experiences and No Objection from authority if already engaged in service 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 Coloured passport size photograph & sign on it

BARASAT MUNICIPALITY RISHI BANKIM CHANDRA CHATTERJEE ROAD BARASAT, KOLKATA - 700 124

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
10. Postal Address:.....
.....
.....
11. E-mail address (Mandatory):.....
12. Contact No:.....
12. Educational Qualification:

Name of Examinations passed	Year of Passing	%of Marks	Subjects taken	Board/University
Others, if any				

Details of Relevant Work Experience (Add more pages if required)

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

14. Whether the present organization will release immediately (in case the contractual engagement is offered): Yes / No (Indicate with $\sqrt{\text{mark}}$):

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

Date:.....

Place.....

Full Signature