

HABRA MUNICIPALITY
POURA BHAWAN,
PROMODE DASGUPTA SARANI, P.O. HABRA, NORTH 24-PGS.
PIN-743263

ADV.No.-HM/1277/Genl.Estbt./15 Dated.31.08.2015 **Phone: +91 9883086378/**
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Fax No.03216-237031

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

Habra 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 & working experiences required for the posts, the range of responsibilities to be discharged have been noted below and the consolidated monthly remuneration for each post will be Rs.50,000/- (Rs. Fifty thousand only.)
2. The Candidates who do not have the required academic qualifications, competencies and working 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, self attested copies of all documentary evidences in support of their academic qualifications and working 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, falling 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 completed in all respects. Incomplete applications will be summarily rejected.
7. Each application in sealed cover addressing the Chairman,Habra Municipality,Promode dasgupta Sarani,P.O. Habra ,North 24-Pgs,Pin-743263 must reach within **30th September, 2015** (before 3-pm) positively. Application may be sent by Registered post or may be submitted in the receiving section of Habra 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 Habra 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. Mode of selection: - Written test to be followed by Viva-Voce.

13. Engagement period: - Period of engagement is maximum two years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance.

14. Educational Qualification and experience-

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 programs 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/-

Scope of Work

Sl.No. 01) Manager-Social Development & Infrastructure-

- i) Ensure that the City adheres to the guidelines prescribed by NULM**
- ii) Develop work plan for implementation of Social mobilization component for the city**
- iii) Responsible for the SM & ID, USVs & SUH targets of the city with respect to community mobilization, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.**
- iv) Ensure the SHGs, ALF and CLF structures are established in the city.**
- v) Responsible for providing need based Technical Assistance to Community Organisers (Cos)**
- vi) Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilization agenda in implementing of NULM.**
- vii) Ensure reporting of the Social mobilization and institution Development component**
- viii) Work closely with other Managers at the city level for successful implementation of NULM**
- ix) Perform any other related tasks assigned by the City Project Officer, CMMU**

Sl.No. 02) Manager-Skills, Micro Enterprises, MIS & ME-

- i) Ensure that the City adheres to the EST & P guidelines prescribed by NULM**
- ii) Prepare work plan for EST & P agenda for the city**
- iii) Responsible for the EST & P targets of the city**
- iv) Ensure Identification of Skill Training Providers (STPs) at the City level and monitoring the performance quality of the STPs and other agencies involved.**
- v) Responsible for providing need based Technical assistance to Cos.**
- vi) Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies.**
- vii) Ensure reporting against KRAs.**
- viii) Ensure that the city adhere to the guidelines prescribed by NULM**
- ix) Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city.**
- x) Responsible for UFI & SEP targets of the city.**
- xi) Ensure the bank linkages for SHGs and its members at the city level**
- xii) Facilitate access to credit for micro enterprises set up by the urban poor at the city level.**
- xiii) Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in**

implementing of NULM

- xiv) Prepare work plan for monitoring of the components of NULM**
- xv) 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.**
- xvi) Undertake real time monitoring of the scheme at the city level.**
- xvii) Responsible for timely submission of information to state.**
- xviii) Responsible for providing need based Technical Assistance to Cos.**
- Xix) Adhere to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level.**
- xx) Work closely with other Manager at the city level for successful monitoring of NULM.**
- xxi) Perform any other related tasks assigned by the City Project Officer, CMMU.**

**Chairman
Habra Municipality.**

APPLICATION FORM

(Relevant self 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)

Attach passport size photo duly self attested

**HABRA Municipality
POURA BHAWAN
PROMODE DASGUPTA SARANI
P.O. HABRA, NORTH 24-PARGANAS
PIN-743263**

1) Post Applied for

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2) Name of the candidate (in Capital Letters)

3) Father's/Husband's Name

4) Gender

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5) Age as on 01-01-2014

Yrs.	Months	Days
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6) Nationality:

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7) Address with pin code

(a) Postal Address

(b) E-mail Address (Mandatory)

8) Contact number

9) Academic Qualification:-

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

10) 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					

11. Whether the present organization will release immediately (in case the contractual engagement is offered) Yes/No (if yes NOC to be submitted on demand)

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 of the Applicant

N.B.-Envelop containing the application must be superscribed "Application for the post of.....under NULM at Habra Municipality.